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ABSTRACT

This workbook contains 10 chapters describing the various phases of planning and conducting library research: (1) The Libraries at NCSU (North Carolina State University); (2) The Research Paper; (3) Understanding Call Numbers; (4) Locating Background Information Using Encyclopedias; (5) Locating Information in Books (including sections on using the library's online catalog to conduct author, subject, and title searches); (6) Locating Books in the Library; (7) Locating Information in Periodical Articles; (8) Locating Periodicals in the Library; (9) Locating Information in U.S. Government Documents; and (10) Planning Your Research Strategy Logically. Many of the chapters include multiple choice questions. A response sheet is included at the end of the workbook. (GL)

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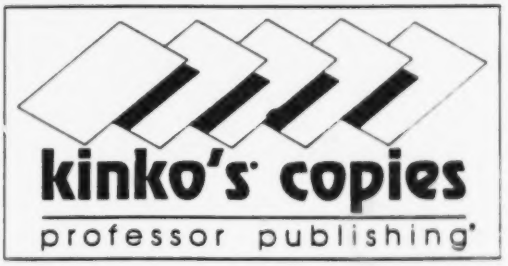

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Acknowledgments

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Introduction

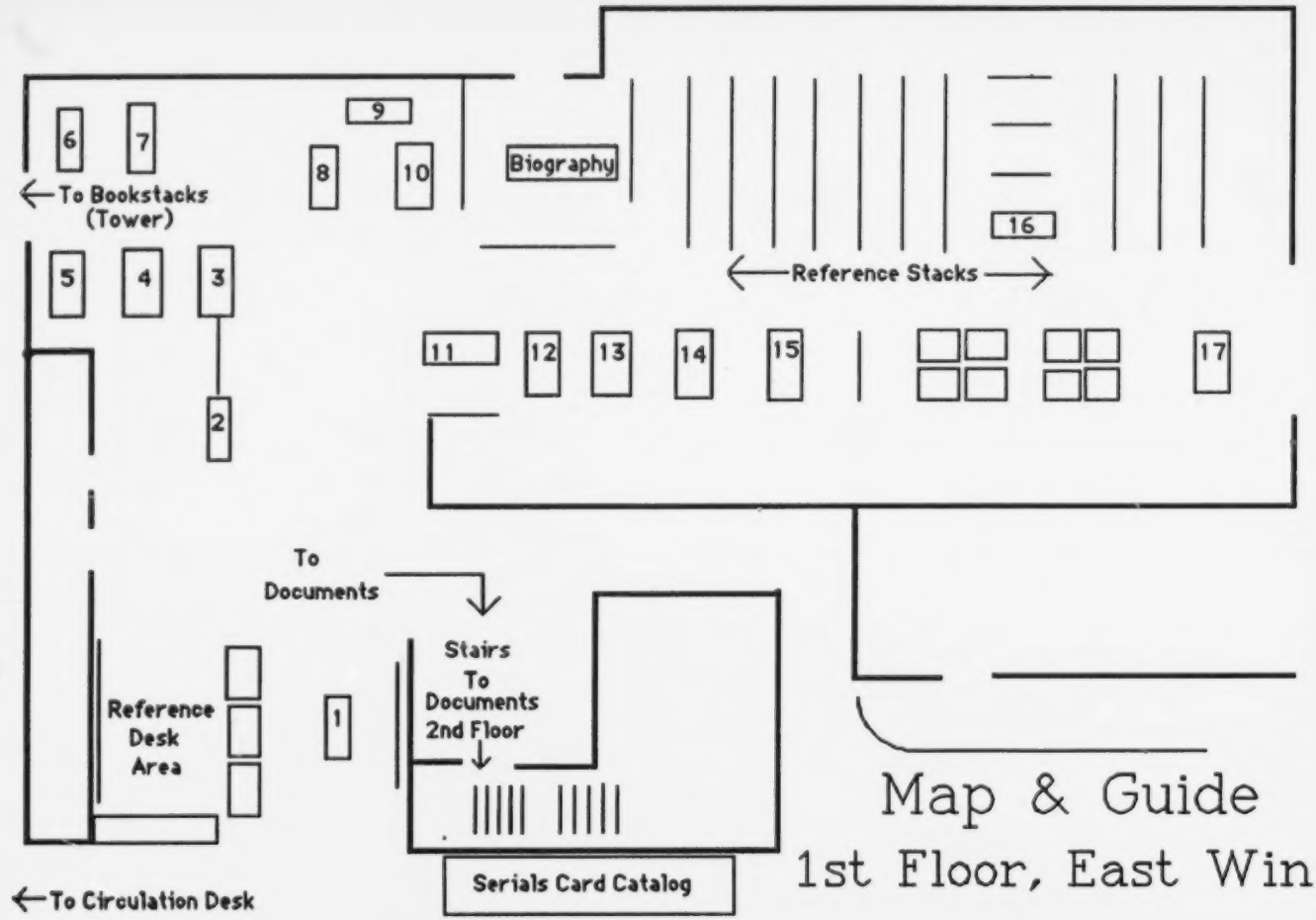
With this workbook we hope to accomplish three goals.

The **first goal** is to increase your understanding of how libraries are organized. This knowledge will be of use to you in virtually any library, at any time, and it will assist you throughout your life as you continue to learn and explore, whether it be to find a good book for your leisure reading or to find specific information for a research paper or job assignment.

The **second goal** is to expand your understanding of the types of sources available and what each of them can do for you. This information will help you decide when to use one source rather than another, given your own particular set of questions or circumstances.

The **third goal** is to introduce you to information that is specific to the Libraries at North Carolina State University. This will include the mechanics of using the BIS online catalog and locating magazines and journals.

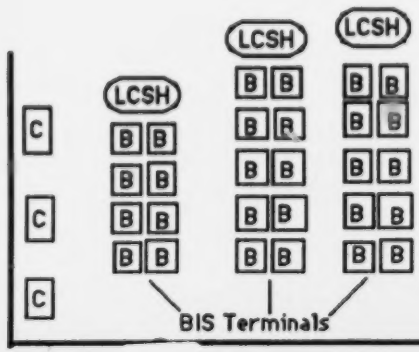
Tools for finding library resources--encyclopedias, the online catalog, indexes, and the serials catalog-- are all arranged alphabetically or numerically. Therefore, while the NCSU Libraries may be larger than other libraries you have been accustomed to using, you will find that you already have the basic "how to" skills needed to tackle unfamiliar library tools. This workbook will help you use these tools and therefore this library and others more effectively. As a result, the quality of your research and your papers should improve.



Map & Guide

1st Floor, East Wing

D. H. Hill Library



Numbers 1–17 refer to index tables
in the Reference Department

LCSH = Library of Congress Subject Heading

B = BIS Terminals

C = Photocopiers

Exit/Entrance
(To Brickyard)

1. The Libraries at NCSU

The NCSU Libraries consists of the D. H. Hill Library, the largest library on campus, and five branch libraries: the Curriculum Materials Center in Poe Hall, the Harrye B. Lyons Design School Library in Brooks Hall, the Forest Resources Library in Biltmore Hall, the Burlington Textiles Library in Nelson Hall, and the Veterinary Medical Library at the College of Veterinary Medicine. As a student at NCSU you may use any of these libraries to help you find the information you need. Although you should complete this workbook in the D.H. Hill Library, many of the skills you learn here will be useful in the branch libraries.

How to Orient Yourself to the D. H. Hill Library

If you have never visited the D. H. Hill Library, or perhaps even if you have, you may want to take a guided library tour.

Guided Library Tours lasting 45-55 minutes are given near the beginning of each semester. Library staff will introduce you to the building and some of the basic tools for finding materials. A schedule of guided tours is posted in the lobby by the Circulation Desk. Flyers with tour times are available at the Library's service desks.

A map showing important locations within the reference area may be found on the page printed on yellow paper.

2. The Research Paper

Thinking About Your Topic

The first steps in doing a research paper can take place before you enter the library. A half hour or so of planning can often give you a productive head start on your research. This chapter will discuss ways of analyzing and organizing your topic so that you make the most efficient use of your library time.

In this section we will discuss encyclopedias, books, magazines and journals, newspapers, and government documents. We will explain the use of each of these resources in greater detail in later chapters, but a chart giving you the major characteristics of each is below.

Characteristics of Sources

Encyclopedias. Encyclopedias contain articles that summarize facts, dates, concepts, theories, and principles. For this reason, they are very useful for finding background information on a topic or for refining a topic. Since encyclopedias are not fully revised very often, however, the information in them may be several years old.

Books. Books usually represent a lengthy and thorough treatment of a subject. However, because of the time involved in writing, editing, and publishing a book, the information may not be current. You can locate books in the Libraries through the online catalog called BIS (Bibliographic Information System).

Magazines and Journals (Periodicals). Whereas books represent lengthy and extensive coverage of a topic, magazines and journals usually represent short and limited, or specific treatment of a topic. Magazines and journals also present more current information than books and encyclopedias. The finding aids for articles are indexes.

Newspapers. Newspapers give the most current information available. They are the only printed sources that show an event as it evolves day by day. Newspapers are also good sources of state, regional, and local information. As you do with magazines and journals, you locate newspaper articles through indexes.

U.S. Documents. Using many of the formats discussed above, the U.S. Government publishes information on many subjects. These federal documents are housed in the Documents Department on the second floor of the East Wing. To locate U.S. documents, you use specialized indexes located primarily in the Documents Department.

How Do New Facts and Ideas Make Their Way Into Print?

Information on a topic is often available in a number of the sources discussed in the chart on the previous page. Information does not appear in all these sources at the same time, however. Consider the large amount of information that is available about the Three Mile Island nuclear power plant accident that occurred in the Spring of 1979.

1. The first reports on Three Mile Island appeared in newspapers (such as the *New York Times*) and news magazines (such as *Newsweek*). They reported the events as they happened.

2. A bit later (perhaps a year or two), articles began to appear in scholarly journals. Books also began making their appearance at this time. The delay was caused, in part, by the fact that books and scholarly journals usually include an analysis of the topic, and that requires more time for investigation and reflection.

3. Meanwhile, the government began its investigations and hearings. The contents of those hearings were reported in news sources as they happened. The actual text of the hearings was printed sometime later because the Federal Government is often rather slow about getting documents published.

4. As publishers revised encyclopedia articles on nuclear power, they included a brief summary of the event, its causes, and its effect on the nuclear power industry.

5. In the time since, all of these sources have continued to report new facts and analyses on the topic.

Therefore, if you are working on a topic that is very new, you should expect that much of your information will come from the news sources. If you are looking for an in-depth analysis of the topic, do not expect to find it before a year or two after the event. For example, the Three Mile Island disaster occurred in the Spring of 1979. If you were looking for a thorough analysis of the problems that led to that disaster and its effect on current power plant procedures, it would probably be a waste of time to search for scholarly articles in a 1979 index. For best results, begin your search by using indexes dated a year or two later (or, better yet, consider reading a book on the topic).

How Much Do You Know About Your Topic?

Sometimes you may write a paper on a topic about which you have a lot of personal knowledge. At other times you choose or are assigned a topic about which you know little or nothing. Your initial approach to research will differ, depending on how much you know.

The types of sources recommended below are what many researchers would choose in the situations described. However, the recommendations given are only one way of addressing your need for information. Your particular situation may warrant choosing a different plan of action. When in doubt you should not hesitate to discuss your needs with your instructor, a librarian, or some other person who might be knowledgeable on your topic.

Case 1: You know nothing; perhaps you don't even understand what the topic means.

If you are unsure of what the topic means, see your instructor for advice and suggestions.

When you visit the library, begin by checking to see if there is an encyclopedia or other reference book that might cover your subject. Staff at the reference desk can help you identify what you need.

If that fails, or if you want more information, you should look for a book on the topic. A book is more likely to give you broad coverage of the major issues involved with a topic than some other source.

If you fail to find a book on the topic, you might turn to journal articles. Ideally you should look for article titles that sound like they will give you good background information on various aspects of your topic. Since articles tend to be more narrowly focused than books, you may need to read several articles to get a good idea of the scope of the topic.

Your goal here is to attain enough information about the topic in order to be able to understand what it is you want to know. Background knowledge of this type will help you to see how your later research fits into the overall picture.

Case 2: You have basic background information on your topic. You need to focus on some specific aspect (s).

Focusing on specific aspects of a topic usually involves finding what others have written about it.

Books may provide you with a chapter or section on specific aspects of your topic, but journal articles are more likely to focus on the specific problem you are investigating. The Federal Government may also have produced a report or analysis of your topic.

Thus your beginning strategy should be to check the BIS online catalog to determine if there are books that look helpful. Then plan to spend the largest portion of your library time at periodical indexes identifying journals and actually locating them in the library. Before ending your visit, check to see if a government document exists on your topic.

We will discuss all of these processes in greater detail later. It is now time to find out more about the various sources you will use.

3. Understanding Call Numbers

To find a book in the NCSU Libraries, you need both the book's location within the Libraries and it's call number.

What is a Call Number?

Each book has a unique call number that distinguishes it from other books in the library. Call numbers are typed on white labels and pasted on each book, usually on the spine. Each one functions as a book's address. Call numbers determine the order in which books are shelved. If you know a call number, and are able to read it correctly, you should be able to locate books in the library.

Call numbers are not randomly assigned to books. The library uses a call number system developed by the Library of Congress. The call number contains the letters and numbers which represent specific subject areas. Therefore, a book's subject will help determine what the call number will be.

How to Read a Call Number

The easiest way to read a call number is to begin with the first line and read one line at a time. With the exception of dates, most lines are organized alphabetically, then numerically.

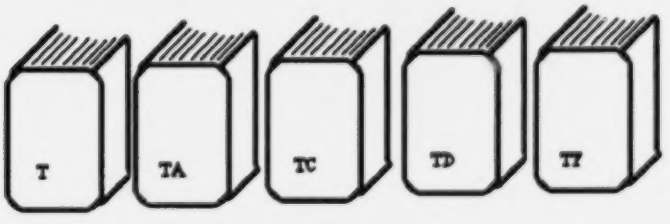
A call number may be written one of two ways.

1. TA326
K83
1984 [form found on book]

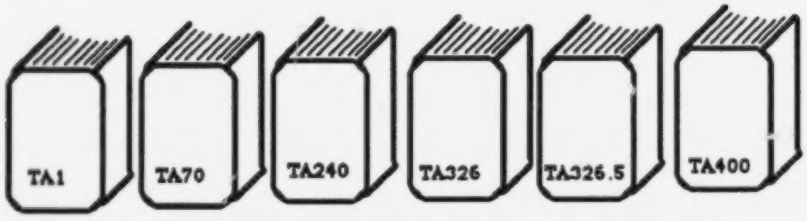
2. TA326 .K83 1984 [form found in this workbook, the computerized catalog, library publications, and other sources]

Reading the call number is a step by step process. The following is an explanation of that process.

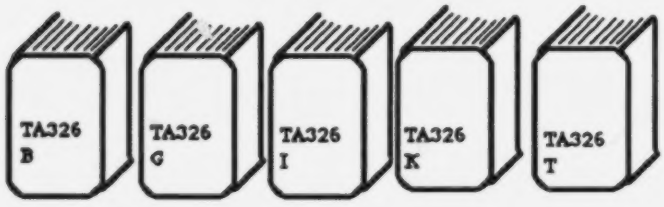
1. **TA** The first letter(s) of the call number is (are) used to arrange the book alphabetically on the shelves. Books that have call numbers beginning with a single letter are shelved first, followed by books that have call numbers beginning with double letters. For example, books that have call numbers beginning with **TA** will be found after books with call numbers beginning with **T** and before books that have call numbers beginning with **TC**.



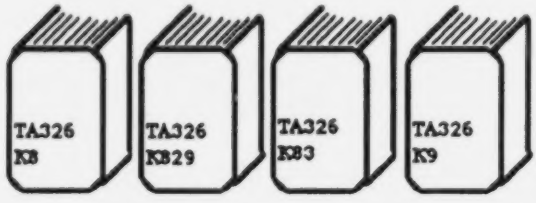
2. **TA326** A number usually follows the first letter(s). This number is read as a whole number. The number in the example is read as three hundred twenty-six. Occasionally, a decimal number will follow. [EXAMPLE: TA326.5]



3. **TA326**
K When you have located the call numbers beginning with **TA326**, you are ready to use the next line of the call number. Once again the line begins with a letter which is arranged alphabetically. **TA326 .K** will follow **TA326 .B** and precede **TA326 .T.**

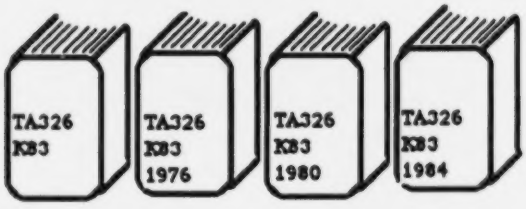


4. **TA326**
K83 The numbers following the letter on the second line are read as decimal numbers. The number in the example is read as eighty-three one hundredths, not eighty-three. **.K83** will be arranged after **.K829** and before **.K9**. With the exception of lines containing dates, most lines following the second line are also read as decimal numbers.



5. **TA326**
K83
1984

Some call numbers may contain a date. For most call numbers, the date will appear on the last line. Dates are shelved in chronological order.



Exercise

Do exercise 1, "Understanding Call Numbers," at this time.

Understanding Call Numbers

1. Which set of call numbers is in correct order?

A.	PL101 .G67	PM2321 .J8	PM2321 .J63	PQ3989.2 .K32	PQ3989 .K5
B.	PS540 .N3	PR374 .D7	PR374.7 .D54	PZ4 .E771	PZ4 .F22
C.	PC890 .G901	PG1163.5 .D293	PG1163.5 .D5	PR1149 .J63	PS371 .T7

4. Locating Background Information Using Encyclopedias

Why You Should Use Encyclopedias

The wide variety of encyclopedias available in the library can be very useful when you want to find background information on a particular topic. Encyclopedia articles summarize the most important aspects of a topic, and often provide basic information such as dates and essential statistics. You should keep in mind, however, that the information found in encyclopedia articles is often several years old. In addition, encyclopedia articles are usually written from a rather conventional point of view, meaning they represent a "middle-of-the-road" view without exploring a range of opinions on the topic.

What Kind of Encyclopedias Should You Use?

Encyclopedias may be thought of as belonging to one of two broad types: "**general**" or "**specialized.**" General encyclopedias, such as *Britannica* or *World Book* , attempt to cover all fields of knowledge. Specialized encyclopedias focus on a particular field or subject in more detail than would be possible for a general encyclopedia and, therefore, may be a better place to start your research. Some examples of both types of encyclopedias, along with their call numbers*, are the following:

* NOTE: D.H. Hill Ref. indicates that the book is in Reference. Encyclopedias are located in the Reference Stacks. [For the location of the Reference Stacks see map on yellow paper, near the front of the workbook.]

General

Encyclopedia Britannica (32 vol.) D.H. Hill Ref. AE5 .E363 (Reference Stacks)
Encyclopedia Americana (30 vol.) D.H. Hill Ref. AE5 .E333 (Reference Stacks)
Academic American Encyclopedia (21 vol.) D.H. Hill Ref. AE5 .A23 (Reference Stacks)

Specialized

Encyclopedia of Psychology (4 vol.) D.H. Hill Ref. BF31 .E52 1984 (Reference Stacks)
International Encyclopedia of the Social Sciences (18 vol.) D.H. Hill Ref. H40 .A215 (Reference Stacks)
International Encyclopedia of Education (10 vol.) D.H. Hill Ref. LB15 .I569 1985 (Reference Stacks)
Encyclopedia of World Art (16 vol.) D.H. Hill Ref. N31 .E533 (Reference Stacks)
McGraw-Hill Encyclopedia of Science & Technology (20 vol.) D.H. Hill Ref. Q121 .M3 (Reference Stacks)
Encyclopedia of Bioethics (2 vol.) D.H. Hill Ref. QH332 .E52 1982 (Reference Stacks)
Grzimek's Animal Life Encyclopedia (13 vol.) D.H. Hill Ref. QL3 .G7813 (Reference Stacks)
New York Botanical Garden Illustrated Encyclopedia of Horticulture (10 vol.) D.H. Hill Ref. SB317.58 .E94 (Reference Stacks)
Encyclopedia of Chemical Technology (24 vol.) D.H. Hill Ref. TP9 .E685 1978 (Reference Stacks)

Hints on Using Encyclopedias

Always use the index volume of the encyclopedia (usually located in the back of a one-volume encyclopedia or in the last volume of a set).

An encyclopedia's index will help you identify the subject headings used in that particular encyclopedia (a topic may be put under different subject headings in different encyclopedias). Other ways the index can help you include showing you all the places your topic is discussed in the encyclopedia, and showing you a list of specific subtopics so you can refine your topic. For example, suppose you want to do research on animal experimentation. Such a topic is broad and it may be hard to manage your research unless you concentrate on a particular aspect of the original topic. If you go to the index volume of the *Encyclopedia of Bioethics* and look up "Animal Experimentation," you will find the following list of more specific topics from which you might choose:

Animal experimentation, 75-123, ↔ page numbers
689, 1486
in ancient Greece, 75, 936
in ancient Rome, 936
behaviorism and, 107
cryonics, 217
eugenics in, 462
fetal, 489-490
gene therapy and, 514, 517, 519
520, 523
in great Britain, 77, 78, 80, 82, 989
historical aspects, 75-79

The numbers after each entry refer you to particular volumes and/or pages of the encyclopedia. Using this list, you can begin to focus your research on a topic which is easier to manage than the one you started with.

Look at the bibliography (list of readings) at the end of the article.

The bibliography or list of additional readings at the end of an encyclopedia article will direct you to a few important books on the topic, in which you can find more detailed information. Depending on the encyclopedia, some bibliographies are longer than others, and some include references to journal articles as well as books. Using these bibliographies is a good, easy step toward finding more information on a topic.

Exercise

Do exercise 2, "Locating Background Information in Encyclopedias,"at this time.

Locating Background Information in Encyclopedias

2. Use the *Encyclopedia of the Third World* (D.H. Hill Ref. HC59.7 .K87 1987, Reference Stacks) to locate an article on Colombia.
HINT: Consult the yellow map at the front of the workbook for location of Reference Stacks.

What form of government does Colombia have?

A. Military Dictatorship
B. Oligarchy
C. Parliamentary democracy
D. Monarchy

5. Locating Information in Books

Why You Should Use Books

Books provide a more comprehensive treatment of a given topic than encyclopedias do. After you glean basic information from an encyclopedia, you can turn to books for:

- different viewpoints on your topic, especially if a book consists of contributions by several authors
- bibliographies, which give you ready-made lists of additional sources of information
- statistical data and/or charts taken from the literature of the field
- an idea of who the major authors are and what the most accepted viewpoints are, giving you a basis for evaluating the viewpoints you come across

How to Locate Books on Your Topic

You can find books on your topic in two ways. If you already have the names of some authors and/or books you want, you can search for them using those names.

The second way to find material on your topic involves identifying the subject and searching the subject file in the BIS online catalog to see what the Library has on that topic. When you search the subject file, you use subject headings, i.e. special terms for subject areas. Subject headings fall into two categories: (1) proper names, and (2) terms listed in the *Library of Congress Subject Headings* (LCSH, for short).

Subject Headings That are Proper Names

Proper names include names of people, names of companies, organizations, groups, government names, etc., and names for geographic areas. These names can appear in exactly the same form both as authors and as subjects. A book by Ernest Hemingway and a book about Ernest Hemingway would both have the same heading, for example. The only difference between the two lies in where you look for the heading, in the author file or in the subject file.

Here are a few examples of various proper name headings:

Personal names:	Peeper, Thomas Frank, 1945- Amrita, Pritam, 1919- Voltaire, 1694-1778
Organization names:	Big Sky Dog School Workshop - Conference on Converting Bark into Opportunity International Business Machines
Geographic Names:	Valencia (Spain: Region) Leningrad (R.S.F.S.R.) Washington County (N.C.)

Library of Congress Subject Headings

Searching for subjects other than personal names can be confusing. In order to find books on a specific topic, you must first determine what subject heading(s) you may use to search BIS. Guessing at a subject heading is not the best way to find books on BIS.

To find subject headings, you need to use the Library of Congress Subject Headings (LCSH). LCSH consists of three very large red volumes and is located at the BIS terminals. A stop at LCSH before doing a subject search on BIS will save you time. Below is a sample entry from LCSH with explanations for each part.

The subject heading used by the Library of Congress will appear in bold type. In addition to the subject heading, some entries (like this one) will give a general call number for the subject.

UF stands for **used for**. The subject heading **Computers** is used for these terms. You can not search BIS with any terms that appear under the UF symbol.

BT represents the phrase **broader term.** These terms are subject headings that have a broader scope than the main subject heading . If you can not find any books by searching BIS with the term **Computers**, you can use one of these broader terms.

NT or **narrower term** indicates the terms following it represent topics narrower than the main subject heading.You can use these terms to search BIS.

If the term you look up is not the subject heading used for the topic, LCSH will often lead you to the correct heading by telling you which heading to **USE**.

Computers *(May Subd Geog)*
[QA76-QA76.3 (Mathematics)
[TK7885-TK7895 (Electrical engineering)]

Here are entered works on modern electronic computers first developed after 1945. Works on present day calculators, as well as on calculators and mechanical computers of pre-1945 vintage, are entered under Calculators.

UF Automatic computers
Computer hardware
Electronic computers
Hardware, Computer
BT Computer industry
Cybernetics
Electronic systems
Machine theory
RT Calculators
Computer software
SA *headings beginning with the word* Computer
NT Airborne computers
Computer, Optical Correlators
Fluidic computers
--Design and construction
USE Computer engineering
--Law and legislation

May Subd Geog tells you that you may limit the subject heading to a specific geographic area.

Some entries will also contain a scope note. The purpose of the scope note is to define the use of the subject heading. This note tells you that the heading **Computers** covers modern computers and that calculators and pre-1945 computers are covered by the subject heading Calculators.

RT is the symbol used to identify **related terms**. These terms are usually associated with the subject heading on an equal basis instead of being broader or narrower. You may use related terms to search BIS.

SA or **see also** will lead you to other headings associated with the subject. Usually this list of headings is too long to put in the entry. This see also refers you to other subject headings beginning with the word Computer

Words or phrases preceded by a dash are subdivisions of the main subject heading. These subdivisions allow you to combine several concepts into one subject heading.

Other Ways to Identify Subject Headings

Sometimes you may have trouble figuring out the best subject headings for your topic. Here are a few tips for other ways of identifying subject headings for a topic.

Use a known title to find subject headings

Your research may already have given you the names of some books on your topic. You can search those titles or names in BIS to see what subject headings have been used for them. Then you can use those subject headings to locate other books on your subject.

See if a title begins with a term or phrase you have in mind

Let's assume you're interested in finding books on design in the field of architecture. You could use the phrases "architectural design" or "design in architecture" to search the title file. If you find a title or two, you can use the subject headings listed on the records to search BIS for other materials on that topic.

The Library does not have material on every topic listed in LCSH. Chances are good that NCSU has something on your topic, provided it isn't extremely specific or extremely unusual. If you have trouble finding material, for whatever reason, ask at the Reference desk for help.

Exercises
Do exercises 3 through 5, "Library of Congress Subject Headings," at this time.

Library of Congress Subject Headings (LCSH)

Use the *Library of Congress Subject Headings* (*LCSH*) located near BIS to answer questions 3-5.

3. To find books on the topic **college fraternities**, *LCSH* indicates that you should use what subject heading?

   A. Fraternal organizations
   B. Sororities, Greek letters
   C. Greek-letter societies
   D. Fraternities

4. If you discovered that the subject heading **Industrial management** had no items listed in BIS, what other subject heading does *LCSH* indicate you can use?

   A. Management, Industrial
   B. Industrial administration
   C. Rationalization of industry
   D. Industrial organization

5. Look up the subject heading **Genetic engineering** in *LCSH*. Which of the following terms is listed as a related term?

   A. Engineering, Genetic
   B. Biotechnology
   C. Gene splicing
   D. Genetic intervention

Using the bis Online Catalog to Identify Books We Own

Content and Structure of the BIS Database

The BIS (Bibliographic Information System) Online Catalog is a computerized database of records for books in the NCSU Libraries. Searching BIS is similar in some ways to using the card catalog, but BIS allows you to do more things more easily. The following section tells you what is in BIS. The subsequent section gives you an overview of how BIS is structured. This information will provide you with a basic understanding of what you can expect to find in BIS and how to approach the search process. Finally, you'll be taken through the search process itself so that you know which commands to use in your own searching.

Contents of the BIS Database

The most important thing to remember about the scope of BIS is that it primarily contains records for books. About 97% of the books owned by the NCSU Libraries appear in BIS. The remaining 3% not in BIS consist largely of older materials and items in languages using non-Roman alphabets, e.g. Russian and Chinese.

Only 63% of the journals owned by the Library appear in BIS. Also, BIS does not contain information about which years or volumes of a journal are in the Library. This means that BIS is **NOT** the best place to look for journal titles — not yet, at any rate. Journal titles are being added to BIS, but for the foreseeable future you should use the Serials Card Catalog to locate journal titles. BIS doesn't contain references to journal articles or many federal government documents. For journal articles, you need to use periodical indexes located in the Reference Department. For government documents, you need to use the catalogs in the Documents Department. We will explain both of those things in later chapters.

Structure of the BIS Database

Think of a chest of drawers. Let's say you're a very tidy and organized person (use your imagination if you're like most of us). You have all your socks neatly arranged in one drawer, all your jeans tidily folded in another drawer, and all your sweaters in a third drawer. Since each type of clothing is kept in one place in an orderly manner, you know exactly where to go to find what you're after.

BIS operates in somewhat the same way. It has three major files. One file holds authors, a second holds titles, and a third holds subjects. After you decide which type of file you want to look through, you search that file using particular commands. Let's go over some command formats for each of the three files.

Basic Search Commands

The commands for searching the three major files are very simple. Basically, you tell BIS which file you want to search, then you tell it what you're looking for.

Capitalization and punctuation can be ignored when you search BIS. The only thing you need to remember is a space between each word or code in the command you type. The chart below summarizes basic commands for each file.

Search Commands

Subject Search

We recommend that you do a subject index search. Start by typing **in su** to tell BIS you want to look in the subject file. Type the subject heading from LCSH you want BIS to look for. Here's the command you would type to search by subject:

in su [subject heading]
in su kissing in literature
in su hemingway ernest

Author Search

Start your search statement with the command **au** to let BIS know you want to search by author's name. How you type in the author's name depends on what category of name it is. For the names of individuals, the command looks like this:

au [last name] [first name]
au hemingway ernest

For the names of organizations, institutions, companies, geographic areas, etc., the basic command is:

au [name, in normal word order]
au international business machines

Title Search

Begin your search statement with **ti** to let BIS know you want to search by title. Following "ti", type the title of the book. Be sure to omit article such as "a", "an" and "the" if they are the first word of the title.

ti [title, in normal word order]
ti book of kisses

These are the basic commands for the three major files. Each file has peculiarities you need to know about in order to search effectively. A later section takes you through a model search in each of the files, with explanations of special things to be aware of for each type of search.

Viewing Search Results

There are thousands of records in each of the files. In a card catalog, you have to flip through the cards one by one to do your search. BIS gives you information one screen at a time in a variety of screen or dispiay formats. BIS has five types of displays to make it easier for you to look through the file you're in. Display formats operate the same in all three major files. Each display format has its own level of detail. Going from least detailed to most detailed, the five formats are: INDEX, SUMMARY, BASIC, HOLDINGS, and FULL.

The charts below describe displays on BIS.

Two types of displays, the INDEX and SUMMARY displays, give you an overview and help you select items from the database that you may want to find in the Library.

Browsing Level Displays

INDEX display (search command: **in**)

The INDEX display allows you to browse the contents of a file, skimming the surface so that you can see enough to pick out what you want. INDEX displays are especially useful in subject searching.

SUMMARY display (search command: **sm**)

If your search retrieves multiple items, a special SUMMARY display appears for preliminary scanning. The SUMMARY display gives you the title, author, and date of publication for each item displayed. This format allows you to identify items you already have in mind. It also provides enough information to let you choose which items you want to see in greater detail.

The BASIC, HOLDINGS, and FULL displays provide more detailed information and all include the location and call number for each item.

Item Level Displays

BASIC display (search command: **ba**)

The BASIC display gives you all the information you need to locate an item in the NCSU library system: author, title, publication data, location and call number. You'll use this format for any item you want to find in the stacks.

HOLDINGS display (search command: **ho**)

The HOLDINGS display contains some of the same information found in the basic display and also tells you how many copies of an item are in the NCSU libraries. You'll use this format to find out if an item is available to be checked out of the library.

FULL display (search command: **fu**)

The FULL display has the greatest detail of the four formats. In addition to information the BASIC format provides, the FULL format gives you notes on contents (number of pages, size,etc.), publication history, bibliographies and indexes, etc. Most importantly, this format shows you which subject headings apply to an item. Finding out the subject headings for a book allows you to use those headings to locate other books on that topic.

Let's look at a few types of displays you will encounter on BIS.
After you type and send your search terms, the computer will respond in one of three ways:

1. If there is one exact match, BIS will provide a BASIC display for that item. If you were looking for the title "The Book of Kisses" and typed **ti book of kisses**, you would receive the following:

```
Book of kisses. (1 item retrieved)

                        BASIC DISPLAY

Item 1 of 1                                   SYSTEM NO.:#10696274

TITLE  : The book of kisses
AUTHOR: Biederman, Danny
IMPR   : New York : Dembner Books : Distributed by W.W. Norton, 1984.
LANG   : English
         NCSU LIBRARIES
LOC    : D. H. Hill Lib.                      CALL#: GT2640 .B54 1984


To see HOLDINGS , type the item #, then press "BIB/HLD".
To see the FULL display , type "fu" with the item #., then press "ENTER".
```

Since the **BASIC DISPLAY** is the one you'll use to get the information necessary for finding the book in theLibrary, you'll need to understand exactly what information the format gives you. Here's a brief explanation of the parts that make up the BASIC display.

The **SYSTEM NO.** at the top right-hand corner needn't concern you. It can be searched, but you'll probably never need to use it. It is used mostly for internal technical work by library staff.

AUTHOR and **TITLE** are just what they say, with no surprises.

IMPR stands for "imprint", i.e. place of publication, publisher, and date of publication.

LANG means the predominant language of the text of the book. The language of the title is not always the same as the predominant language of the book. So check the **LANG** field to make sure the book is what you assume it is.

Underneath the **LANG** information you see the heading **NCSU LIBRARIES**. Below this heading you see important pieces of information that will enable you to locate the book in the NCSU library system.

LOC stands for "location". The most common location is D. H. Hill, i.e. the main library. Other locations possible are branch libraries, e.g. Design or Forestry, or special collections housed in the main library building, such as D. H. Hill Special Collections. The location "D. H. Hill Lib." means that the book is kept in the open stacks in the book towers.

The **CALL NO.** tells you the exact address of the book within the location. **BE SURE YOU COPY DOWN THE ENTIRE CALL NUMBER, CORRECTLY.** You'll need it to find the book on the shelf.

In chapter 6, you will learn more about using the location and call number from BIS to find books at the NCSU Libraries.

2. If there is more than one exact match, BIS will provide a SUMMARY list of matches. If you did an author search for Ernest Hemingway, the following summary display would be retrieved because Hemingway wrote more than one book.

au hemingway ernest (70 items retrieved)

SUMMARY DISPLAY

ITEM		FORMAT	DATE
	Hemingway, Ernest, 1899-1961		
1	88 poems	BOOK	1979
2	Across the river and into the trees.	BOOK	1950
3	By-lines: Ernest Hemingway; selected articles and dispatches ...	BOOK	1967
4	The collected poems of Ernest Hemingway	BOOK	1960
5	Conversations with Ernest Hemingway /	BOOK	1986
6	Correspondence. Selections.	BOOK	1981
7	The dangerous summer	BOOK	1985
8	Dateline, Toronto : the complete Toronto Star dispatches, 19...	BOOK	1985
9	Death in the afternoon	BOOK	1932
10	Ernest Hemingway.	BOOK	1959
11	Ernest Hemingway on writing /	BOOK	1984
12	Ernest Hemingway's apprenticeship: Oak Park, 1916-1917.	BOOK	1971
13	A Farewell to arms	BOOK	1929

To see screens in sequence, press "NEXT" or "PREVIOUS".
To see an item, type the item #.; to see the INDEX, type "in". Press "ENTER".

From the SUMMARY display you may either select an item shown on the screen or browse summary screens to find the items you want. To look for other titles by Hemingway, simply press ns or **NEXT** function key.

3. If there is no exact match, BIS will provide an INDEX listing of the terms alphabetically closest to your search request. If you tried to find books about flowering plants without first looking in the LCSH, you would find that "flowering plants" is not a valid subject heading and would receive the following:

su flowering plants
No exact match; closest entries have been displayed instead.

SUBJECT HEADING INDEX

INDEX#		INST	#ITEMS
1	Flower shows.	NCSU	9
2	Flowering shrubs.	NCSU	2
3	Flowering shrubs--India.	NCSU	1
4	Flowering shrubs--North Carolina.	NCSU	1
5	Flowering shrubs--Southern States.	NCSU	1
6	Flowering trees.	NCSU	7
7	Flowering trees--Canary Islands.	NCSU	1
8	Flowering trees Florida.	NCSU	1
9	Flowering trees--Pictorial wroks.	NCSU	1
10	Flowering trees--Tropics.	NCSU	1
11	Flowering woody plants.	NCSU	1
12	Flowering woody plants--Tropics--Pictorial works.	NCSU	1
13	Flowers.	NCSU	72

Index#'s marked with an * exceed the system limit of 1000 items.
To retrieve records, enter the INDEX# or INDEX#'s, then press "ENTER".
For INDEX screens in sequence, press "NEXT" or "PREVIOUS".

The previous display illustrates one type of experience you may have using BIS if what you type in does not match an author, title or subject heading in BIS. You may see relevant subject terms as shown in the example above. Notice the heading "flowering trees". You may want to look at the 7 items under that heading to find books about trees that bloom. Other times when you look at the INDEX display you may discover a typing error or realize that the author has a different first name than you remembered. Sometimes the INDEX display is not at all helpful, and you will either want to try a different search approach or ask for help at the Reference desk.

In the next section of this chapter, you will find it useful to bring the workbook to a terminal and try the examples in order to get a better feeling for using BIS.

Model Searches

This section will take you through some sample searches to become familiar with search commands, screen displays, and the various ways to browse through items retrieved in a search.

Subject Heading Search

The INDEX function of BIS is very helpful when you search the subject file. It gives you two advantages:

- All the subdivisions used with the heading will be listed in alphabetical order, giving you an overview of the aspects of a topic for which NCSU owns books

- The INDEX display shows you how many items there are on a particular topic, which may lead you to broaden your topic, rely more heavily on journal literature, or otherwise modify your research strategy

Here's a good rule of thumb:

ALWAYS USE THE INDEX FUNCTION TO SEARCH SUBJECTS

Let's assume you're interested in experimentation on animals. You go to the red *LCSH* subject heading books, look up "Experimentation on animals" and find a cross reference to "Animal experimentation." With that searchable heading, you go to a BIS terminal and type this command to get a subject heading INDEX display: in su animal experimentation

Here's what you bring up:

in su animal experimentation

SUBJECT HEADING INDEX

INDEX#		INST	#ITEMS
1	Animal experimentation.	NCSU	24
2	Animal experimentation—Congresses.	NCSU	10
3	Animal experimentation—Great Britain.	NCSU	1
4	Animal experimentation—Laboratory manuals.	NCSU	2
5	Animal experimentation—Moral and ethical aspects.	NCSU	3
6	Animal experimentation—Moral and ethical aspects—Congresses	NCSU	1
7	Animal experimentation—Religious aspects.	NCSU	1
8	Animal experimentation—Standards-Great Britain.	NCSU	1
9	Animal experimentation—Statistics methods.	NCSU	1
10	Animal experimentation—United States.	NCSU	3
11	Animal experimentation—United States—Directories.	NCSU	2
12	Animal experimentation—United States—Moral and ethical	NCSU	2

Index#'s marked with an * exceed the system limit of 1000 items.
To retrieve records, enter the Index# or Index#'s, then press "ENTER".
To see screens in sequence, press "NEXT" or "PREVIOUS".

The heading you typed appears at the top of the display. Then you see that heading with different subdivisions. The subdivisions give you a quick overview of which aspects of animal experimentation you can find material on in the NCSU libraries.

Let's assume you're interested in animal experimentation in general as well as the moral and ethical aspects. If you look under the **#ITEMS** column at the right of the screen, you see that BIS lists 24 books under animal experimentation and 3 books under animal experimentation—moral and ethical aspects. If you look under the **INDEX#** column on the left of the screen, you will note that these headings correspond to **INDEX# 1** and **INDEX# 6.** Following the instructions on the screen you would type: **1 6** (be sure to leave a space between the numbers) and press **ENTER** or **RETURN** to receive the following **SUMMARY** display.

Animal Experimentation. (27 items retrieved)

SUMMARY DISPLAY

ITEM		FORMAT	DATE
	ANIMAL EXPERIMENTATION		
1	Laboratory animals : an introduction for new experimenters /	BOOK	1987
2	The case for animal experimentation: an evolutionary and et... Fox, Michael Allen.	BOOK	1986
3	Laboratory animal husbandry: ethology, welfare, and experim.... Fox, Michael W., 1937-.	BOOK	1986
4	Animals in product development and safety testing: a survey/ Nethery, Lauren B.	BOOK	1985
5	International guiding principles for biomedical research inv...	BOOK	1985
6	Environmental experiments on animals / Kuker-Reines, Brandon.	BOOK	1984
7	Man and mouse: animals in medical research / Paton, William Drummond Macdonald.	BOOK	1984

To see screens in sequence, press "NEXT" or "PREVIOUS".
To see an item, type the item # ; to see the INDEX, type "in". Press "ENTER".

The display above is a **SUMMARY** display. (Remember that you receive a SUMMARY display when your search retrieves multiple items.) The top line tells you that 27 items were retrieved. Each item is described by author, title, format, and date so you can see if it is the type of thing you are looking for. The bottom two lines tell you how to proceed in the search. However, the **SUMMARY** display **does not** give you the location and call number of the book. You need a more detailed display to find the book in the NCSU Libraries. Both the **BASIC** and **FULL** displays include location and call number information. The **BASIC** display is usually all you need. Let's use the example above to illustrate how to browse through sets to locate the books you want.

Browsing through a retrieved set

There are two different ways to browse through BIS to decide which books you may want to find in the stacks. You may browse through the SUMMARY screen or you may request the BASIC display for the first item and browse throught the BASIC display for each item.

Browsing SUMMARYscreens:

Look back at the SUMMARY display for ANIMAL EXPERIMENTATION. The first line at the bottom of the screen prompts you to press the NEXT or PREVIOUS function key to view other screens in the SUMMARY display. You may also do this by typing "ns" or "ps" and pressing ENTER or RETURN. Approximately 8 to 10 item descriptions fit on a terminal screen. Since your search retrieved 27 items you will need to look at 3 summary display screens, noting item numbers of interest as you proceed. You may then request a BASIC, HOLDINGS, or FULL display for each item by following the instructions on the bottom of the screen.

Viewing each item in sequence:

Look again at the SUMMARY display for ANIMAL EXPERIMENTATION. The bottom line of the screen describes this method. To get a BASIC display for the third item, type 3 and press **ENTER** or **RETURN** to receive the following display:

```
Animal experimentation. (17 items retrieved)

                        BASIC DISPLAY

Item 1 of 17                                        SYSTEM NO.: #10947625
SUBJ    : ANIMAL EXPERIMENTATION.
TITLE   : Laboratory animals : an introduction for new experimenters /
IMPR    : New York : Wiley, c1987
LANG    : English
NCSU LIBRARIES
LOC     : D. H. Hill Lib. ; Vet. Med. Lib.          CALL#: HV4930 .K85 1984
SUBJECT HEADINGS BY WHICH THIS RECORD MAY BE SEARCHED:
LCSH    : Laboratory animals
          Animal experimentation.
          Animals, Treatment of.

To see screens in sequence, press "NEXT" or "PREVIOUS".
To see the HOLDINGS display, type the item #., then press "BIB/HLD".
To see the FULL display, type "fu" with the item #., then press "ENTER".
To go to the SUMMARY or INDEX, type "sm" or "in", then press "ENTER".
```

To see the BASIC display for the next item in the set you simply press the **ns** or **NEXT** function key.

You will need to look at 27 basic display screens to decide which items you want. This can be somewhat time-consuming but provides you with the location and call number for each item. Notice the **LOC** information for the item above. This book is also in the library at the Veterinary Medicine School. Since you want to take a look at it, you copy down the complete call number along with the author and title. Now you're ready to locate the book in either the D. H. Hill Library or the Veterinary Medical Library.

You may go back to the SUMMARY display to browse by typing **sm** and pressing **ENTER** or **RETURN**. Before you end your search, you might want to see the index again to take another look at the headings with subdivisions. To return to the INDEX display, you type **in** and press **ENTER** or **RETURN**. And there you are, back at the INDEX display.

Hints on Doing a Subject Search

- Use *LCSH* to make sure you have a searchable subject heading
- ALWAYS start your BIS subject search by using the INDEX function (add "in" to the front of your search command, "in su")
- Use the INDEX display to help you get an overview of which aspects of a topic are represented in the NCSU collection
- If you can't find material on the topic you want, ask a librarian for help.

Exercises

Do exercises 6 through 11, "Subject Searching in BIS," at this time.

Subject Headings in BIS

Use the *Library of Congress Subject Headings (LCSH)* and BIS to answer questions 6-11.

6. You would like information on **waste as fuel.** Which subject heading does *LCSH* indicate you should use to search BIS?

   A. Fuel wastes
   B. Organic waste as fuel
   C. Waste as fuel
   D. Refuse as fuel

7. Use the correct subject heading from question 6 to do a subject search in BIS. Which of the following books do you find under that heading?

   A. *Biological Potential of Methane Generation from Poultry Wastes*
   B. *Practical Waste Management*
   C. *Solid Fuels Encyclopedia*
   D. *Energy Resource Assessment*

Look at the BASIC display for the correct title from question 7. The following questions are based on this display.

8. Who is the author of this book?

   A. Shelton, Jay
   B. Petrick, Alfred
   C. Shih, Jason C. H.
   D. Wiley, John

9. When was this book published?

   A. 1980
   B. 1981
   C. 1983
   D. 1986

10. What is the location of the book?

    A. D.H. Hill Ref.
    B. D.H. Hill Lib.
    C. D.H. Hill Lib. and Forest Resources Lib.
    D. Forest Resources Lib.

11. What is the call number of this book?

    A. TP761 .M4 S5
    B. TJ163.2 .P5 1986
    C. TP318 .S468 1983
    D. TD791 .P65 1983

Author Search

BIS makes searching the names of authors easier through a feature called "automatic truncation". Truncation means that BIS will take whatever word(s) you type in and find everything that contains those letters, even if more letters that you haven't typed in follow. This feature works in all three major files.

Personal names can vary from book to book. Organization names can be long and complicated, and so can geographic names. Let BIS do the work by putting in just enough of a name to find the author or authors you want.

For PERSONAL NAMES, use the full last name and the first name or first initial. For example, for books by Doris K. Williams, type **au williams doris**. For books by L. Heaslip, type **au heaslip l**.

For ORGANIZATIONS, INSTITUTIONS, GEOGRAPHIC NAMES, etc., use as much of the name as needed to have a relatively recognizable name fragment. Here are a few examples:

Name : International Business Machines
Search Statement : au international business m

Name : Big Sky Dog School
Search Statement : au big sky d

Name : International Congress on Hair Research
Search Statement : au international congress on hair

Name : Big Sur (Calif.)
Search Statement : au big sur

If a short form of a name gives you too much, try a more complete form.

Let's say you're looking for books by former President Dwight David Eisenhower. You enter an author search with this command: au eisenhower dwight

Here's the display you call up:

au eisenhower dwight (19 items retrieved)

SUMMARY DISPLAY

ITEM		FORMAT	DATE
	Eisenhower, Dwight D. (Dwight David), 1890-1969.		
1	At ease: stories I tell friends.	BOOK	1967
2	Crusade for peace; Eisenhower's presidential legacy with the...	BOOK	1962
3	Crusade In Europe	BOOK	1948
4	Crusade In Europe	BOOK	1948
5	The Cumulated indexes to the public papers of the Presidents...	BOOK	1978
6	The Eisenhower diaries	BOOK	1981
7	Eisenhower speaks; Dwight D. Eisenhower in his messages and ...	BOOK	1948
8	General Eisenhower on the military Churchill: a conversation...	BOOK	1970
9	Ike's letters to a friend, 1941-1958 /	BOOK	1984
10	In review: pictures I've kept; a concise pictorial autobiography	BOOK	1969
11	The Inaugural addresses of Franklin D. Roosevelt, Harry S.	SOUND	1962
12	Letters to Mamie /	BOOK	1978
13	Mandate for change, 1953-1956; the White House years.	BOOK	1963
14	The papers of Dwight David Eisenhower.	BOOK	1970
15	Peace with justice; selected addresses.	BOOK	1961
16	Dear General; Eisenhower's wartime letters to Marshall.	BOOK	1971

To see screens in sequence, press "NEXT" or "PREVIOUS".
To see an item, type the item #; to see the INDEX, type "in". Press "ENTER".

As you read the title, number 7 strikes you as something that may be useful, since you're interested in Eisenhower as a public figure. To see the BASIC display for that item, you type **7** and press **ENTER** or **RETURN**. This display comes up:

```
au eisenhower dwight  (19 items retrieved)

                              BASIC DISPLAY

Item 7 of 19                                          SYSTEM NO.: #1368193
AUTHOR          : Eisenhower, Dwight D. (Dwight David)
TITLE           : Eisenhower speaks; Dwight D. Eisenhower in his messages and speeches
IMPR            : New York, Farrar, Straus, 1948
LANG            : English
        NCSU LIBRARIES
LOC             : D.H. Hill Lib.                      CALL#: E745 .E35 A48

To see screens in sequence, press "NEXT" or "PREVIOUS"
To see HOLDINGS, type the item#, then press "BIB/HLD".
To see the FULL display, type "fu" with the item#.  Press "ENTER"
To go the the SUMMARY or INDEX, type "sm" or "in", then press "ENTER"
```

The **LOC** information tells you the book is in the main library. Copy down the full call number and the title so you can take a look at the book in the stacks.

Suppose you want to see the other titles in the SUMMARY display. To return to the SUMMARY display from the BASIC display, you have only to type **sm** and press **ENTER** or **RETURN**. Here's what comes up:

```
au eisenhower dwight  (19 items retrieved)

                             SUMMARY DISPLAY
ITEM                                                        FORMAT      DATE
      Eisenhower, Dwight D. (Dwight David), 1890-1969. (continued)
7     Eisenhower speaks; Dwight D. Eisenhower in his messages and ...   BOOK    1948
8     General Eisenhower on the military Churchill: a conversation...   BOOK    1970
9     Ike's letters to a friend, 1941-1958 /                            BOOK    1984
10    In review: pictures I've kept; a concise pictorial autobiography  BOOK    1969
11    The Inaugural addresses of Franklin D. Roosevelt, Harry S.        SOUND   1962
12    Letters to Mamie /                                                BOOK    1978
13    Mandate for change, 1953-1956; the White House years.             BOOK    1963
14    The papers of Dwight David Eisenhower.                            BOOK    1970
15    Peace with justice; selected addresses.                           BOOK    1961
16    Dear General; Eisenhower's wartime letters to Marshall.           BOOK    1971


To see screens in sequence, press "NEXT" or "PREVIOUS".
To see an item, type the item#; to see the INDEX, type "in".  Press "ENTER".
```

Number 16 looks good, too, so you call up the BASIC display for that item, copy down the full call number and title. You are ready to use the Book and Journal Location chart to determine where in the Libraries you need to go to get the book. Chapter 6 will discuss using the chart to locate materials in the Libraries.

Hints on Doing an Author Search

•Let the truncation feature of BIS make your searching easier. When you search an individual's name, use the last name and the first name or the first initial. When searching the name of an organization, company, etc., type in just enough of the name to make BIS recognize it.

•Look for different forms of a name in the displays so you don't miss any items. In the Eisenhower search above, two forms of his name appear:

Eisenhower, Dwight D. (Dwight David) ...
Eisenhower, Dwight David ...

This can happen often. Be on the lookout for it when you search authors.

•Remember that names appearing in the author file can also be used as subject headings. To search the subject file for books about Eisenhower, you would use the same name as you used in the author search, with the command **in su** before it:

in su eisenhower dwight

The same variation of name you find in the author file can appear in the subject file, too, so be careful to check for different forms.

Exercises

Do Exercises 12 through 13, "Author Searching in BIS," at this time.

Author Searching in BIS

Use BIS to answer questions 12-13.

12. John E. Gardner wrote a book published in 1986. The call number is:

A. PS3557 .A712 S8 1986
B. PR6057 .A63 N6 1986
C. AS2943 .G98 T9
D. MD41 .RX10

13. Texaco, Inc. wrote a book published in 1933. The call number is:

A. AE38 .B4 1933
B. BD499 .T8
C. TX380 .P41
D. TN870 .T45

Title Search

Titles often begin with the words "a," "an," or "the" (initial articles). BIS is programmed not to read initial articles. You should **NOT** include these words in your search statement if they appear at the beginning of the title. "A," "an" or "the" as a title word other than the **first** word is treated just like any other word. To search the title "The Old Man and the Sea," you would type:

ti old man and the sea

So, remember, if "the," "an" or "a" is the **FIRST** word of a title, **DROP** it before entering your search statement. If it occurs elsewhere in the title, treat it like any other word.

Let's assume you want to find information on old houses in the Carolinas. You remember seeing a book somewhere about old houses in the South, but you can't remember the author's name or the exact title. You do remember, however, that the title started with the words, "The Historic Houses..."

You can use the automatic truncation feature of BIS to help you out. Since BIS will look for anything that contains the words you type in, you can input what you remember and then see what BIS finds.

First, you drop "the" from the title, because it's an initial article. That leaves "Historic Houses..." So you enter this search command: **ti historic houses**
Here's what you call up:

ti historic houses (8 items retrieved)

SUMMARY DISPLAY

ITEM		FORMAT	DATE
1	Historic Houses of California / Reece, Daphne.	BOOK	1983
2	Historic Houses of early America. Lathrop, Elise L.	BOOK	1927
3	Historic houses of George-Town & Washington City. Eberlein, Harold Donaldson.	BOOK	1958
4	Historic houses of South Africa. Fairbridge, Dorothea.	BOOK	1922
5	Historic houses of South Carolina. Leiding, Harriette Kershaw, 1878-.	BOOK	1921
6	Historic houses of the Hudson valley. Eberlein, Harold Donaldson.	BOOK	1942
7	Historic houses of the South /	BOOK	1984
8	Historic houses restored and preserved /	BOOK	1976

To see screens in sequence, press "NEXT" or "PREVIOUS".
To see an item, type the item#; to see the INDEX, type "in". Press "ENTER".

You recognize number 7 as the book you remember. Now you can use the FULL display to see what subject heading(s) you can use to find other books on the topic. To bring up the FULL display for item 7, you enter this command: **fu 7.**

Here's what you bring up:

```
ti historic houses  (8 items retrieved)

                                    FULL DISPLAY    Screen 1 of 2 for this item

Item 7 of 8                                                  SYSTEM NO.: #102726746
  Historic houses of the South /Southern Accents Press.—New York : Simon and Schuster
  c1984,
  191 p. : chiefly ill., ; 29 cm.

  Lang: English
  "Consists of revised and enlarged essays originally published in Southern accents mag-
azine"—Verso t.p.

  NCSU LIBRARIES
LOC:  Design Lib.                                    CALL#: NA7211 .S68 1984

SUBJECT HEADINGS BY WHICH THIS RECORD MAY BE SEARCHED:
LC subject headings
     1. Dwellings—Southern States.


For FULL screens in sequence, press "NEXT" or "PREVIOUS".
For HOLDINGS display of the item, press "BIB/HLD".
For BASIC display of the item, type "ba", then press "ENTER".
To go to the SUMMARY or INDEX, type "sm" or "in", then press "ENTER".
```

This first screen shows you that the book is in the Design Library. So you copy down the location (LOC), call number, (CALL#), and title. The display also gives you a subject heading you can search for similar materials: "Dwellings — Southern States." To see if there are more subject headings you could use, you need to see the next screen. You can get the next screen by typing ns and pressing **ENTER** or **RETRUN**, or by using the NEXT function key.

```
ti historic houses  (8 items retrieved)

Item 7 of 8                         FULL DISPLAY              Screen 2 of 2 for this item

SUBJECT HEADINGS BY WHICH THIS RECORD MAY BE SEARCHED:  (continued)
LC subject headings
     2. Historic Buildings—Southern States.
     3. Interior decoration—Southern States.

OTHER AUTHORS AND TITLES BY WHICH THIS RECORD MAY BE SEARCHED:
Authors
     1. Southern Accents Press.
Titles
     1. Southern accents.

For FULL screens in sequence, press "NEXT" or "PREVIOUS".
For HOLDINGS display of an item, press "BIB/HLD".
For BASIC display of the item, type "ba", then press "ENTER".
To go to the SUMMARY, type "sm", then press "ENTER".
```

The subject heading "Historic buildings —Southern States" gives you an excellent heading for doing an index subject search, which may help you locate more books on the topic you've chosen.

Hints on Doing a Title Search

•DROP initial articles ("the," "an," "a" as the first word of a title) before entering your search statement

•Use the truncation feature of BIS to help you search title fragments or very long titles

•Remember that title searches can lead you to subject headings you can use to locate other books on the same topic. To find these subject headings, use the FULL display.

•Remember that title searches are the quickest way to find a particular book by an author who has written many. If you have a title, try a title search first. If you don't find what you want, then try an author search.

Exercises

Do Exercises 14 through 15, "Title Searching in BIS," at this time.

Title Searching in BIS

Use BIS to answer questions 14-15.

14. What is the call number for the book *How to Be an Alien*?

A. CB197 .M5
B. PE1992 .R7 1982
C. VK728 .S26
D. BF933 .T37 1954

15. Assume you know the book with the title *Never Say Diet Cookbook* by Richard Simmons, and you want to find other books on the same topic. Find the FULL display for this book in BIS and look at the subject headings listed (the subject headings may appear on the 2nd screen of the FULL display). What is the first subject heading?

A. Reducing diets -- Recipes
B. Reducing exercises
C. Another cookbook
D. Reducing -- Psychological aspects

Additional Hints for Searching BIS

•Sometimes you may have to wait a few seconds before you get a response from the system. If you have waited a minute or two and still nothing happens, ask a reference librarian to help you find out what the problem is.

•Remember that computers are stupid. They can't tell if you've made a typing mistake or have an incorrect reference. They can only operate on what you give them. If you have no luck finding an item, check first to make sure that you haven't made a typing mistake in your search command.

•Make sure you try all the possibilities. If a title search proves fruitless, try an author search. If a subject search doesn't retrieve anything, try a related subject heading. When that doesn't work, ask a librarian for help.

•Read the bottom of BIS screens. You'll find instructions there to help you move through the file you're searching.

6. Locating Books in the Library

How to Find a Book's Location Within the NCSU Libraries

Once you have found the book's location and call number on BIS, use the *Book and Journal* locations chart on page 30 to determine where you need to go to find the book in the NCSU Libraries. If the location on BIS is "D.H. Hill Lib.", use the D.H. Hill Library Floor Chart on the right. If the location on BIS is something other than "D.H. Hill Lib.", you need to use the left side of the chart to determine where the book is located. These charts are located in the catalog area, on the back of the *BIS User's Guide*, inside each elevator, and on each floor at the elevators.

- If the location listed on BIS is **D.H. Hill Lib.**, the book is in the main collection. Use the **right side of the chart** to find the exact address of books with the location D. H. Hill Library. To find the correct location, match the first letter(s) of your call number to the letter(s) in the left column and read across.

EXAMPLE 1

From BIS:

LOC: D. H. Hill Lib.	CALL#: QA76.6 .D3 N86

Using the Chart:

Step 1: LOC: D.H. Hill Lib. means that book is shelved in the Bookstack Tower at D.H. Hill Library.

Step 2: Call #: QA76.6 .D3 N86 tells you that the book would be on the 7th floor in the Bookstack Tower.

- When BIS gives a **special location** (a location other than D.H. Hill Lib.), use the **left side of the chart** to determine where you need to go to get the book.

EXAMPLE 2

From BIS:

LOC: D.H. Hill Ref.	CALL#: AY67 .N2 W7

Using the Chart:

LOC: D.H. Hill Ref. means that the book is shelved in the Reference Department located on the 1st floor of the East Wing.

EXAMPLE 3

From BIS:

LOC: D.H. Hill Folio	CALL#: G1204 .W29 A57

Using the Chart:

LOC: D.H. Hill Folio means that the book would be shelved on the 2nd floor in the Bookstack Tower.

NCSU Libraries

Book and Journal Locations

LOCATION WORDS	LOCATION
D.H. HILL LIBRARY	
D.H. Hill folio or f	2nd Floor Tower
D.H. Hill folio-2 or ff	2nd Floor Tower
D.H. Hill Lib.	See FLOOR CHART at RIGHT ⇨
D.H. Hill Ref.	Reference Collection First Floor, East Wing
D.H.Hill Spec.Coll.	Special Collections Ask at Reference Desk First Floor, East Wing
Documents	Second Floor, East Wing
Locked Stacks or L	Circulation Desk, First Floor Tower
Media	Second Floor, Erdahl-Cloyd Wing
Microforms	Second Floor, East Wing
Periodicals (Current, unbound)	Ground Floor, East Wing
Periodicals (Bound)	Use LOCATION WORDS. If no Location Words, use FLOOR CHART at RIGHT ⇨
Reserve	First Floor, Erdahl-Cloyd Wing
Reference or R	First Floor, East Wing
U.S. Documents	Second Floor, East Wing
Undergrad. Coll.	Undergraduate Collection First Floor, Erdahl-Cloyd Wing
BRANCH LIBRARIES	
Arch. Lib. (Architecture)	Design Library, 209 Brooks Hall
Curric. Mat'ls. Center	400 Poe Hall
Design Lib.	209 Brooks Hall
Forest Resources Lib. Nat. Res. Lib. or NRRC Lib.	Forest Resources Library 4012 Biltmore Hall
Textiles Lib.	112 Nelson Hall
Vet. Med. Lib.	College of Veterinary Medicine 4700 Hillsborough Street

May 1,1989

D.H. HILL LIBRARY FLOOR CHART

Call Letters	Floor	Call Letters	Floor
A-AN AR-AZ	2 TOWER	Q	8 TOWER
AP	GROUND FLOOR EAST WING	QA-QE	7 TOWER
B,C	2 TOWER	QH-QR	8 TOWER
D,E,F,G	3 TOWER	R,S	9 TOWER
H	4 TOWER	T	6 TOWER
J,K	3 TOWER	U,V	2 TOWER
L	4 TOWER	Z1-599 Z1000-Z9999	FIRST FLOOR EAST WING
M,N,P	5 TOWER	Z600-Z999	9 TOWER

What to do if You Don't Find What You Need

If you are unable to find material on your subject, ask someone at the Reference desk for help.

If the book you need is not on the shelf, ask for help at the Circulation desk. You can also find out if the book is checked out, put a hold on a book, or request a search for a book at the Circulation desk.

Exercises

Do exercises 16 and 17, "Locating Books in the Library," at this time.

Locating Books in the Library

16. Where would a book with call number **NX2401 .G23** be located?

    A. 3rd floor, Tower
    B. 2nd floor, East Wing
    C. 1st floor, East Wing
    D. 5th floor, Tower

17. If BIS gave you the location **D.H. Hill Ref.** and the call number **CT3200 .C63** for a book, where would you go to find the book? (Need help? See examples 2 & 3 on page 29

    A. 1st floor, East Wing
    B. 2nd floor, Tower
    C. 1st floor, Erdahl-Cloyd Wing
    D. 6th floor, Tower

7. Locating Information in Periodical Articles

First of all, you should know what instructors and librarians mean by the term "periodical." "Periodical" is library terminology for journal, magazine, newspaper and serial. A journal is a periodical which contains articles based on scholarly research in a particular subject field and written for a scholarly audience. By this definition, a journal is quite different from a magazine, which contains articles on various subjects written for a general rather than a scholarly audience.

Why You Should Use Periodical Articles

Journal and magazine articles often focus on a particular aspect of a topic in more detail than would ordinarily be possible in a book. Information in recently published journal and magazine articles is also usually more current than that found in books appearing at about the same time. This is due largely to the fact that books take longer to research, write, and publish than do articles. So when you want to concentrate your research on a specific aspect of a topic, and especially when you need current and/or scholarly information, you should begin to look for relevant journal and magazine articles.

Newspaper articles report events as they unfold on a day-to-day basis. In this way they are able to include details that are not usually found in books or journal articles. While some newspapers have a national scope like the *New York Times* , most are written for a local audience. Therefore, newspapers are good sources of detailed information about restricted geographical areas.

How To Identify Journal and Magazine Articles on Your Topic

In order to find out which issues of which periodicals contain useful articles on your topic, you need to use one or more of the library's many indexes to periodicals. These indexes, like encyclopedias, may be grouped into two broad categories: general and specialized. The indexes are located on numbered index tables in the Reference department, 1st floor, East Wing. See yellow map near the front of the workbook for the location of index tables.

GENERAL INDEXES

General indexes lead you to articles in general interest magazines that are commonly found on newsstands: for example, *Time* , *Newsweek* , *Business Week* , *Ebony* , *National Geographic* , and *Sports Illustrated* . Since these popular magazines cover a wide variety of topics, the general index can be used to find articles on almost any subject. General indexes are particularly useful for finding articles on current events, sports, fashion, movie reviews, and controversial topics receiving national news attention, such as child abuse, abortion, or nuclear energy. Two frequently used general indexes are:

Reader's Guide to Periodical Literature (on Index Table 11, Reference Dept.) indexes over 150 periodicals, mostly magazines, including such familiar titles as *Time* and *Newsweek*.

Infotrac (near Reference Desk) is a computerized index with coverage that is similar to that of the *Reader's Guide To Periodical Literature* but includes many more business-related periodicals.

SPECIALIZED INDEXES

Specialized periodical indexes are guides to a selected group of scholarly journals covering a certain subject field. Scholarly journals contain articles written by researchers and academic specialists whose audience is primarily other researchers, scholars, and students. The articles you find in scholarly journals usually contain a bibliography or a list of other scholarly articles used to substantiate the author's statements.

Below is a list of some specialized periodical indexes found on numbered index tables in the Reference Department of the D. H. Hill Library. The titles of these indexes usually give a good indication of the broad subject areas they cover. You can find more information about the coverage of a particular index by reading the introductory remarks printed in the front of each issue.

Applied Science & Technology Index (on Index Table 7, Reference Dept.)
Lists articles by subject concerning the applied sciences including aeronautics, chemistry, computer science, engineering, math, textiles, and transportation.

Biological & Agricultural Index (on Index Table 8, Reference Dept.)
Lists articles by subject concerning agriculture, biology, botany, ecology, environmental science, food science, forestry, nutrition, soil science, veterinary medicine and zoology.

Business Periodical Index (on Index Table 12, Reference Dept.)
Lists articles by subject and by names of companies concerning accounting, advertising, banking, business administration, finance, industry information, insurance, and use of technology in business.

Education Index (on Index Table 4, Reference Dept.)
Lists articles by subject concerning early childhood education, elementary, secondary, higher, and adult education, educational administration, math and science education, occupational education, and teaching materials.

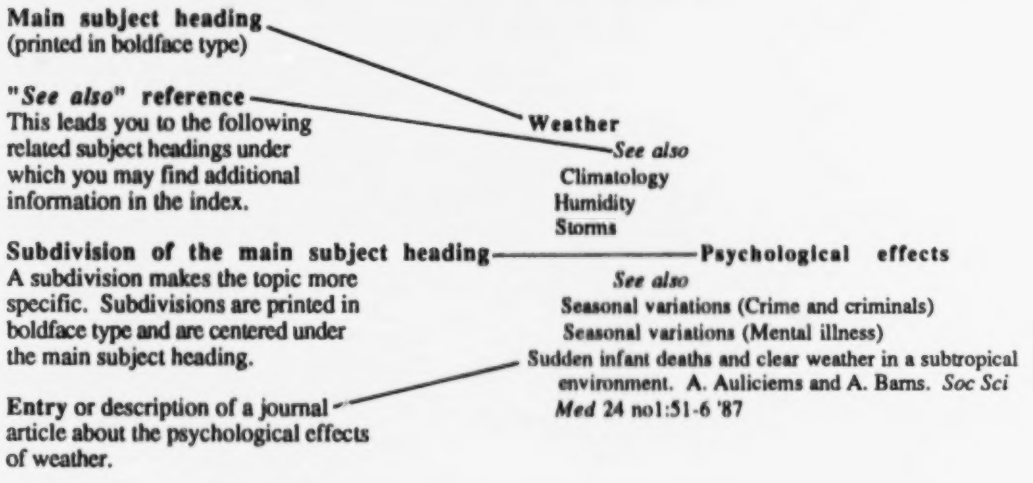
Humanities Index (on Index Table 5, Reference Dept.)
Lists articles by subject concerning classical studies, folklore, history, language, literature, performing arts, philosophy and religion.

Social Sciences Index (on Index Table 5, Reference Dept.)
Lists articles by subject concerning anthropology, criminology, economics, public administration, political science, psychology, sociology, and the social aspects of the sciences.

All of the specialized indexes listed on the previous page, as well as the *Reader's Guide To Periodical Literature* , are arranged in the same way so you will use them in the same way. Exactly how to use them is described next.

USING AN INDEX

Normally when you use an index you will want to find articles on a specific subject. If you are interested in finding journal articles about the effects of weather on people's behavior and look up this subject in the *Social Sciences Index* , you will find an example similar to the one below:


Main subject heading (printed in boldface type)
"*See also*" reference This leads you to the following related subject headings under which you may find additional information in the index.
Subdivision of the main subject heading A subdivision makes the topic more specific. Subdivisions are printed in boldface type and are centered under the main subject heading.
Entry or description of a journal article about the psychological effects of weather.
Weather
See also
Climatology
Humidity
Storms
Psychological effects
See also
Seasonal variations (Crime and criminals)
Seasonal variations (Mental illness)
Sudden infant deaths and clear weather in a subtropical environment. A. Auliciems and A. Barns. *Soc Sci Med* 24 no1:51-6 '87

In order to choose and locate the magazine article(s) listed, you must first be able to read the entries, often called "citations." The sample citation below illustrates the type of information given for each citation in the indexes.

1 -------- Sudden infant deaths and clear weather in a subtropical environment. A. Auliciems and A. Barnes. ---------- 2
3 ---------- *Soc Sci Med* 24 no1:51-6 '87
4 5 6 7

1. Sudden infant deaths and clear weather in a subtropical environment — Title of the journal article
2. A. Auliciems and A. Barnes — Authors of the journal article
3. *Soc Sci Med* — Abbreviated title of the journal

You must use the table of "Abbreviations fo Periodicals Indexes," located in the front of each issue of the index, to find the full title of the journal. A portion of that table is reproduced below. From this table you can see that the full title of the journal in this citation is *Social Science & Medicine*.

ABBREVIATIONS OF PERIODICALS INDEXED

PS -- PS (Washington, D.C.)
Psychiatry -- Psychiatry
Psychol Bull -- Psychological Bullectin
Psychol Rec -- Psychological Record
Psychol Rep -- Psychological Reports
Soc Psychol Q -- Social Psychology Quarterly
Soc Res -- Social Research
Soc Sci J -- The Social Science Journal
Soc Sci Med -- Social Science & Medicine
Soc Sci Q -- Social Science Quarterly

4. 24 — Volume number of the journal

5. no. 1 — Issue number of the journal

Many citations of articles will not give this issue number, but will show a month before the year of the journal instead.

6. 51-6 — Page number of the article in the journal

7. '87 — Date of the journal

YOU MUST WRITE DOWN THE ENTIRE CITATION IN ORDER TO MAKE SURE YOU WILL BE ABLE TO LOCATE THE ARTICLE IN THE LIBRARY.

You shouldn't end your research with only one article, even if its title sounds just right. In this case, the article you found ("Sudden infant deaths and clear weather. . .") may not be quite what you had in mind. You should probably take another look at those "See also" references listed under the subheading "Psychological effects."

Weather
See also
Climatology
Humidity
Storms

Psychological effects
See also
→ Seasonal variations (Crime and criminals)
→ Seasonal variations (Mental illness)
Sudden infant deaths and clear weather in a subtropical environment. A. Auliciems and A. Barnes.
Soc Sci Med 24 no1:51-6 '87

Here are two citations found under the subject heading "Seasonal Variations (Crime and Criminals)" in the same issue of the *Social Sciences Index*:

Seasonal variations (Crime and criminals)
Ambient temperature and violent crime. J.L. Cotton
bibl *J Appl Soc Psychol* 16 no9:786-801 '86; Discussion 16 no9:802-7 '86
Violent crimes in a city: environmental determinants. J.D. Perry and M.E. Simpson. bibl *Environ Behav* 19:77-90 Ja '87

These articles may be more useful in your research than the first one. Note that one of the citations gives an issue number (and also indicates a discussion following the article), while the other citation gives a month instead of an issue number. Both citations have the abbreviation "bibl" before the abbreviation of the journal title. This stands for "bibliography" and indicates that both of these articles contain lists of sources the authors used in writing the articles. These bibliographies can help you identify more journal articles and other sources on your topic.

How To Identify Newspaper Articles on Your Topic

You use an index to find newspaper articles just like you do for journal articles. But unlike journal indexes that cover a large number of journals, newspaper indexes usually cover only a single newspaper. Many newspapers aren't indexed at all. D. H. Hill Library has indexes to the following newspapers:

New York Times	D.H. Hill Ref. AI21 .N44 (Index Table 14)
The Times (London)	D.H. Hill Ref. A121 .T5 (Reference Stacks)
Wall Street Journal	D.H. Hill Ref. HG1 .W26 (Index Table 14)
Washington Post	D.H. Hill Ref. AI21 .W33 W37 (Reference Stacks)
Los Angeles Times	D.H. Hill Ref. AI21 .L65 N49 (Reference Stacks)
Christian Science Monitor	D.H. Hill Ref. AI21 .C46 (Reference Stacks)
Atlanta Constitution	D.H. Hill Ref. AI21 .A75 (Reference Stacks)

Each of these indexes includes its own explanations of how to read an index entry. Below is an example of an entry from the index to the *New York Times* covering May 1987. By reading the explanation in the volume, you will learn that, under each heading, the articles on that topic are listed in chronological order with entries of "unusual interest" printed in bold type. The example below shows listings under the heading "Pornography and Obscenity."

Pornography and Obscenity
French Interior Min Charles Pasqua holds invitation-only exhibit of pornography, meant to demonstrate its evils, and becomes subject of ridicule by press and politicians (S), My 4, II,12:1
Supreme Court, 6-3, rules judges and juries assessing sexually explicit material must assess social value from standpoint of 'reasonable person,' rather than applying community standards; Justice John Paul Stevens' dissent from Justice Byron White's majority opinion finds "reasonable person' test too vague and potentially unconstitutional; photos of Justices (S), My 5,II,5:1.
Hanoi court sentences man to prison and gives two other men suspended sentences for showing pornographic videos for profit (S), My 10,I,14:4

The second item (in bold type) is found in the May 5, 1987 issue of the *New York Times* , section II, page 5, column 1. The upper case letter in parentheses (S) indicates the length of the article. (S) means that this article is short. (M) translates as a medium length article. (L) translates as a long article.

Another index you can use to find information in newspapers is *Newsbank* , D.H. Hill Ref. AI3 .N54 (on Index Table 14, Reference). *Newsbank* differs from the other indexes we have discussed in that it partially indexes a selection of newspapers from all over the United States. In this respect it is different from other newspaper indexes which focus on one newspaper in detail. In addition, the articles from these papers are reproduced in a self-contained microfiche set housed in the Microforms Room, on the 2nd floor, East Wing. Using this reference tool, you can try to track down information in North Carolina or other regional newspapers.

Hints on using indexes

- Read the introduction in the front of the index. The introduction contains instructions that can help explain to you something that you might not understand. It can also help you decide whether a particular index is a good one to try for your topic.

- Be flexible in thinking about possible subject headings. Choose several terms that describe your topic, and try them out as subject headings.

- Use more than one issue to be sure you have found all the articles you need. There is no guarantee that any one issue of an index will contain articles on your topic. Therefore, you must look in more than one issue to ensure that you find enough information.

- Be sure to check the journal abbreviations in the front of each journal index. This will ensure that you spend your time looking for the correct journal in the library.

- Since many newspapers are not covered in any index, it is sometimes necessary to find articles by choosing an appropriate newspaper and browsing through the issues that came out at the time of the event you are studying. As a first step, the index to the *New York Times* can sometimes be used for verifying dates and facts. Once you know when a particular event occurred, you may be able to find articles about that event in other newspapers that do not have indexes.

What to do if you don't find what you need.

If you can't find enough articles on your topic, check at the Reference desk. Staff there can help you determine other terms to use or select other indexes that may provide more information on your topic.

Exercises

Do exercises 18 through 27, "Locating Information in Periodical Articles," at this time.

Locating Information in Periodical Articles

Use the *1985 Applied Science & Technology Index* (Index Table 7, Reference Dept.) to answer questions 18-23.

18. Look up the subject heading **Earthquakes and building**. Which of the following is given as a **see also** subject heading?

    A. Earthquake resistant design
    B. Earthquakes and public works
    C. Construction -- Design issues
    D. Earthquakes and nuclear power plants

Looking under the **see also** subject heading you identified in question 18, find the citation for the article entitled "A method for in situ test and analysis of nuclear plant equipment".

19. Who is the author of the article?

    A. J.L. Bolognesi
    B. J.F. Unruh
    C. A. Preumont
    D. R. Hunter

20. What is the **full** title of the journal containing this article?

    A. *J Press Vessel Technol*
    B. *Eng News - Rec*
    C. *Journal of Pressure Vessel Technology*
    D. *Engineering News - Record*

21. What is the volume number of the journal?

    A. 369
    B. 106
    C. 84
    D. 10

22. What are the page numbers of the article?

    A. 369-74
    B. 88-90
    C. 41-2
    D. 106

23. What is the date of the journal?

    A. September 1985
    B. August 1985
    C. November 1984
    D. February 1985

Using the 1986 *New York Times Index* (Index Table 14, Reference Dept.), locate the entry for the article about a survey of playground conditions in New York City.

24. According to this survey, the playgrounds with the worst upkeep were in what area?

A. Queens
B. Brooklyn
C. The Bronx
D. Staten Island

25. The *New York Times* article referred to in this entry appeared on what date?

A. April 15, 1986
B. March 20, 1986
C. August 11, 1986
D. September 21, 1986

26. What is the approximate length of the article?

A. Short
B. Medium
C. Long
D. Extra Long

27. Where in the newspaper was the article printed?

A. Section 1, page 1, column 6
B. Section 2, page 1 column 7
C. Section 3, page 2, column 6
D. Section 1, page 6 column 1

8. Locating Periodicals in The Library

The preceding chapter showed you how to use indexes to find citations to articles in journals and newspapers. When you find a citation to an article you think you will want to see, be sure to write down all the information you will need to locate the article:

1. author and title of the article
2. full title of the journal or newspaper in which the article appears
3. volume number and date of the journal issue
4. page numbers for the article

To find an article you have identified, you must first determine whether the library owns the particular issue you need of the journal or newspaper. In order to do this, use the **Serials Catalog** located on the Main floor, East Wing, opposite the BIS terminals.

Using the Serials Catalog

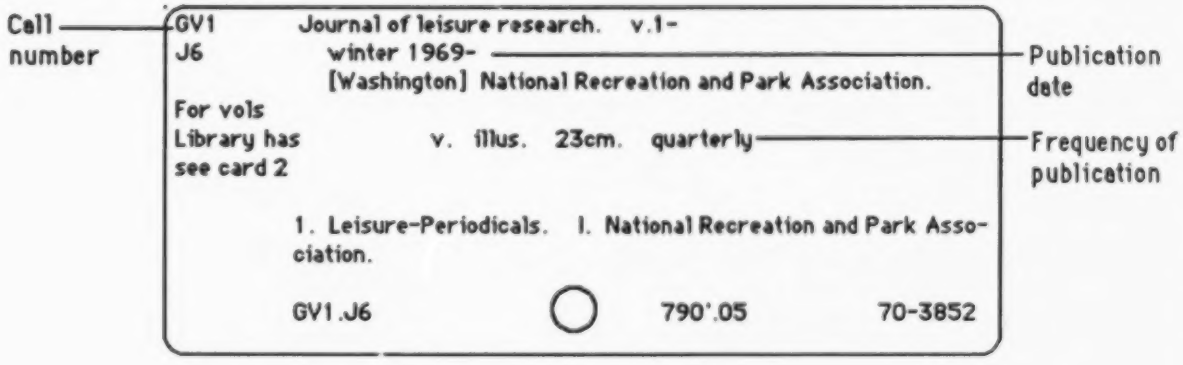
The Serials Catalog is a title listing of all the serials (periodicals, journals, magazines, newspapers) held in the NCSU libraries. It gives the call number of the serial and information on which issues or volumes the library owns.

For example, to learn whether we have the *Journal of Leisure Research* and what volumes the library has, follow these steps:

1. Be sure you have the complete title of the serial. Look in the front of the index you used to find out what the periodical abbreviation stands for. You won't have any luck if you look up "J Leis Res" in the Serials Catalog.

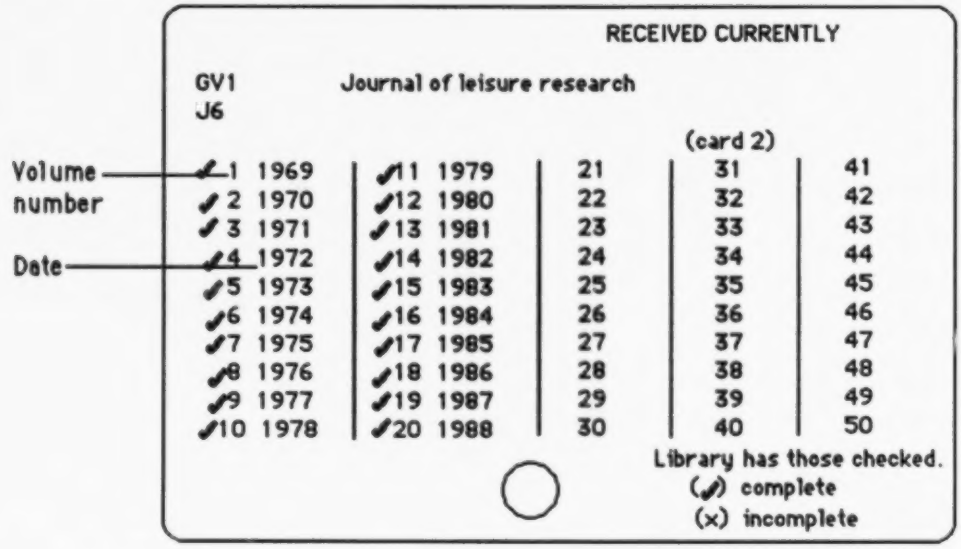
2. Look up the serial title alphabetically in the Serials Catalog. Find the **Title Card** that looks like this:

TITLE CARD



3. Turn to the holdings card(s) filed after the serial's title card. They show you what volumes and years of the serial the library owns. For example:

HOLDINGS CARD



4. Look to see what notation has been added beside the volume number or date you want.

A Check Mark When the library completes a volume or has received a year or six months of a magazine, we bind them together into a "book" in order to keep the year together and to preserve the magazine for continued used. We call these "books" of magazines bound periodicals. **A check mark indicates the volume is complete and has been bound and put in the Bookstack Tower.**

An x An x denotes a volume is bound but incomplete in the stacks, which can either mean that one or more issues are missing from within that bound volume, or that part of the year has been bound but the rest are either unbound in the ground floor of the East Wing or have not arrived yet. (For example, Jan.-June may be bound but July-December are still unbound and on the ground floor).

Recent Year Not Entered On the holdings card of the example above there is a stamp which reads "Received Currently." This indicates that **any issues the library has received since the last date with a check mark or an x on the card are located in the Periodical Service Center, ground floor, East Wing. These current, unbound issues are shelved by call number there.**

5. Write down the serial's call number, which is in the upper left corner of both the title card and the holdings cards.

6. **Use the chart, *Book and Journal Locations*, to determine the floor location in the tower of bound volumes that you want to find. If you want current unbound issues of the title, look for them by call number in the Periodicals Service Center.**

7. When you find the right volume of the serial, use the issue, date and page information you obtained from the periodical index to turn to the correct place in the volume to find your article.

Hints for Using the Serials Catalog

•Name changes.:
One problem with serials is that they can change their names. Each time this happens, the library treats the new title as if it were a separate item. It will have a separately filed title and holdings card. How will you know whether the periodical you want continues under a new name? You will see a note on the title card that says: Continued by: [new name]

F811 A66	Arizona and the West xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxx CONTINUED BY: Journal of the Southwest

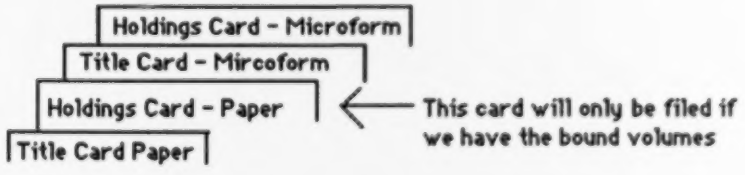
If you look up the later name, you will find a note giving you the earlier name as follows: Continues: [old name]

F811 A66	Journal of the Southwest xxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxx CONTINUES: Arizona and the West

These "continues" and "continued by" notes provide you with links between old and new titles when a periodical changes name.

•Serials on Microfilm:
As you learned earlier, back issues of periodicals are ordinarily bound and shelved in the bookstack tower. However, in order to conserve space, some periodicals, and all newspapers, are put on microfilm instead. This occurs most often with periodicals that would require too much space to shelve in paper copy.

For journals, magazines and newspapers on microfilm, you will find a separate set of cards describing and giving holdings for the microfilm version. The cards will be filed in the following order in the Serials Card Catalog:


Holdings Card - Microform
Title Card - Mircoform
Holdings Card - Paper
Title Card Paper
This card will only be filed if we have the bound volumes

The library may have some or all of the periodical in either format. Look to see which version has the year that you want checked off.

In order to find current issues of a publication on microfilm, find the title card that describes the paper version. This will give you the call number which you can use to locate the current issues in the Periodicals Service Center. If you are looking for current paper issues of newspapers, you will find the notation "newspaper section" rather than a regular call number. These would also be shelved in the Periodicals Service Center.

•Two serials with the same title:
Occasionally, there may be more than one periodical with the same title. For example, *USA Today* is the name of a newspaper and also the name of an education journal. To distinguish between the two titles, the place of publication is included in the title line:

USA Today (Arlington, VA)
USA Today (New York, NY)

In case you were wondering, the one in Virginia is the newspaper and the one in New York is the journal.

•Filing Rules. Cards in the Serials Catalog are filed according to specific rules that may not always be readily apparent. For example:

- •Single letters followed by periods are filed as separate words, so U.S. News is filed at the beginning of the U's as though there were a space between the two letters (U space S).
- •Acronyms not separated by periods file just like words, so USA Today is filed toward the end of the U's.
- •Symbols, such as the ampersand "&," are filed before all letters. For example, "&" is filed before the word "and."

•Photocopying. Copying an article from a serial for your personal use is permitted by the "fair use" provision of the copyright law and has advantages for both you and the Library. It gives you a copy you can write notes on and take with you, and it allows you to finish using the volume quickly so that others can use it.

What to do if you don't find what you need

Ask the Reference librarians questions about how to use the periodical indexes, how to locate titles you can't find in the Serials Catalog, and how to interpret the notations on cards in the Serials Catalog.

Use the chart, *Book and Journal Locations*, to determine the floor location in the tower of bound volumes that you want to find. If you can't find a bound volume that should be in the stacks, ask for help locating it at the Circulation desk.

If you don't find current issues of a title filed by call number on the shelves in the Periodicals Service Center, ask for help at the service desk. The Periodical Service Center staff can tell you if we are receiving a title, precisely which current issues of a title have been received, and whether a volume has been removed from their shelves to be bound. In addition, some very popular serial titles are shelved behind the Periodicals Service Center desk.

The Microforms Room staff will help you find where in that room the microform copy of the serial you want is located and will show you how the microfiche and microfilm readers are used. You can make paper copies of microform articles yourself or have staff make the copies for you at a slightly higher cost. The microform copy machines use both VendaCards and coins.

Hints on Finding Periodicals

- Use the Serials Card Catalog to find periodicals in the Library. Only books should be searched in BIS.
    - A check mark beside a volume or a year means that those issues have been bound. Unbound current issues have no check mark.
    - **Bound volumes may be located by their call numbers, usually in the Bookstacks. Use the Book and Journal Locations Chart on page 30 to determine the appropriate floor in the Bookstacks.**
    - **Current unbound issues are in the Periodicals Service Center, Ground floor, East Wing.**
- The cards in the Serials Catalog tell you:
    - The call number: upper left corner of the serials card
    - Whether a periodical is in microform (only some periodicals are)
    - "Mfm" means microfilm; located in Microforms Reading Room
    - Name changes: look for the statement "continues" or "continued by"

Remember:

- Copy the complete call number from the top left corner of the serials card.
- Ask for help at the Reference Desk.

Exercises

Do exercises 28 through 31, "Locating Periodicals in the Library," at this time.

Locating Periodicals in the Library

Locate the cards for *Mountain Geologist* in the Serials Catalog, and use the information you find on them to answer the following questions.

28. The oldest volume of this title you will find in the library is:

A. v. 1, 1925
B. v. 45, 1969
C. v. 1, 1964
D. v. 1, 1966

29. What is the call number for this title?

A. SB1 .M67
B. QE79 .M69
C. G505 .M6
D. F210 .M85

30. On what floor of the library are bound volumes of this title shelved? (Need help? See "Hints on finding periodicals" on page

A. 7th floor, Tower
B. Ground floor, East Wing
C. 3rd floor, Tower
D. 4th floor, Tower

31. Where in the library should you look for current issues of this title?

A. Microforms Room
B. 7th floor, Tower
C. 3rd floor, Tower
D. Ground floor, East Wing

9. Locating Information in U. S. Government Documents

The U. S. government, one of the world's largest publishers, produces books, journals, and pamphlets on a wide variety of topics, and distributes them through a system of depository libraries. Since the NCSU Libraries is one of these depositories, you have access to this wealth of material.

For several reasons, references to this large body of information are not included in the library's catalogs. Federal documents use a different call number system, the Superintendent of Documents (SuDoc) classification scheme, and are shelved within the Documents Department on the 2nd Floor, East Wing, (see map on yellow page in this workbook). In this section we will help you learn to make effective use of federal government publications.

Why You Should Use U. S. Government Documents

The U. S. government concerns itself with many issues that affect our daily lives, and its publications reflect its interest in those issues. Therefore, you can find information in U. S. documents on such topics as drinking and driving, recommended daily food allowances for good nutrition, or airline safety issues. Since the U. S. government is also a major sponsor of research in many subject fields, you can also find information in Documents on such research topics as superconductivity, schizophrenia, or beach erosion.

You also hear about government documents frequently during news broadcasts, and see references to them in newspapers and news magazines. Transcripts of the Iran-Contra hearings are in the documents collection (SuDoc Y4.In8/20:ct). So too, is the five volume report of the Presidential Commission on the Space Shuttle Challenger Accident (SuDoc Pr40.8:Sp1/R29).

Of course, only a small portion of what's available in the Documents Department is mentioned by the news media. Here are some other examples to show you the range of information available:

Asbestos in the home (1989) Y3.C76/3:2 As1 1989
AIDS is a women's health issue (1989) D101.2:Ac7/4
Cancer drug discovery for the 1990's (1988) HE20.3182/3:Am3/5
The economic status of the elderly (1989) Y4.W36:WMCP101-7
Establishing a child care facility (1989) T22.2/15:7437
The forest communities of Mount Rainier National Park (1988) I29.80:19
Marketing in Australia (1989) C61.12:89-06
Outer banks of North Carolina (1986) I19.16:1177-B
Safety evaluation report related to the operation of Shearon Harris Nuclear Power Plant (1983-) microfiche Y3.N88:10/1038 + supps
Space shuttle : the renewed promise (1989) NAS1.75:521
The U.S. farm sector : how is it weathering the 1980's? (1987) A1.75:506
What works : schools without drugs (1989) ED1.2:D84/989
White collar crime : A report to the public (1989) J1.14/2:W58/2
Your trip abroad (1989) S1.2:T73/2 1989

As you can see, the federal government is interested in many more topics than you might expect. For some topics, the U. S. government is the primary source of information: "Star wars" is an example. For other topics, U.S. government documents may provide necessary detailed information such as statistics. Documents often contain unique source material that may be overlooked. If you don't look for references in the documents collection, you may miss very valuable information relevant to your research topic.

How to Find Government Documents on Your Topic

A Note to Students

This section explains the content and use of the Monthly Catalog, *one of the basic indexes of government documents. Do not neglect to read this section; it contains important information concerning your assigned exercises. Sections following this one contain more specific information which will be of use to students wishing to do more extensive research in the Government Documents collection.*

Several indexes exist that are designed to help users locate materials in government documents. Since government documents are NOT listed in the BIS online catalog, you will need to use one of the other indexes available to access information in documents. One of the most useful indexes is the printed index called the *Monthly Catalog of the United States Government Publications* or simply the *Monthly Catalog*. The *Monthly Catalog* is located in the Documents department, 2nd Floor, East Wing.

The *Monthly Catalog* is published once a month, and it is made up of two parts, an entry section and an index section. Once a year, the entry portions of several issues of the *Monthly Catalog* are bound together when the separate annual index volumes are received. The spines of bound volumes of the entry portions show what months are included and list the range of entry numbers contained in the volume, for instance, 86-7743 - 86-13718. Finding documents in the *Monthly Catalog* is a two-step process. In general, the approach is to use the index section or index volume first to find an entry number, then to use the entry section or entry volume to locate the complete description of the document you want.

The *Monthly Catalog* is indexed in six ways: by author, title, Library of Congress subject heading, title keyword, series/report number, and stock number. These indexes are found in each monthly issue of the *Monthly Catalog* and an annual cumulative issue is published for each index. The particular index you use depends on the information you have or are seeking. For instance, you will most often be looking for information on a particular topic, so you should start with the subject index. As in any subject index, it is important that you use the correct subject term. To help you look for books in the *Monthly Catalog* use the *Library of Congress Subject Headings* (*LCSH*) just as you do when you look for books in BIS.

HELP #1 Once you have identified the correct subject term, look it up alphabetically in the subject index.Here's a sample entry from the subject index:

Jupiter (Planet). ---------- Subject heading
Title ------ Galileo : exploration of Jupiter's system /
, 86-5229

Jupiter (Planet) -- Atmosphere. ---------- Subject heading
Analysis of Jovian decametric data [mi with subdivision
croform] : study of radio emission
mechanisms /, 86-11859 ---------- Entry number

Jupiter probes
Galileo : exploration of Jupiter's system /
, 86-5229

The citation consists of the subject heading (sometimes including a subdivision), the document's title, and an entry number. The entry number tells you where the complete description (bibliographic entry) will be located in the entry section or bound volumes. For your exercises, you will be using the bound subject index volume and the bound entry volumes. You will need to use both to get all the information you need to locate a document in the Library.

HELP # 2 Once you find the entry number in the index, go to the entry volume containing that entry number, and look up the entry. The entry volumes are arranged in numerical order. To find the complete description for *Galileo: exploration of Jupiter's system*, look up entry 86-5229 in the 1986 *Monthly Catalog*. You will find the following information in the volume containing the entries published during January -March 1986:

Entry number ---- **86-5229**

NAS 1.21:479 ---------- Call number

Title ---- Galileo : exploration of Jupiter's system / C.M. Yeates ... [et al.]. ---- Washington, D.C. : Scientific and Technical Information Branch, National Aeronautics and Space Administration : Washington, D.C. For sale by the Supt. of Docs., U.S. G.P.O., 1985.

viii, 175 p. : ill. (some col.) ; 28 cm. ----(NASA SP ; 479)
Shipping list no.: 85-1010-P. Bibliography: p. 175 •Item 830-I S/N 033-000-00947-0 @ GPO $12.00
1. Galileo Project. 2. Jupiter (Planet). 3. Jupiter probes. 4. Outer space -- Exploration. I. Yeates, C. M. II. United States. National Aeronautics and Space Administration. Scientific and Technical Information Branch. III. Galileo Project. IV. Series. QB661.G35 1985 84-016638 523.4/5/19 OCLC 11067644

There are two elements in an entry that are critical to finding the document. The call number of the document is the centered top line of the entry. To find the *Galileo* book, you look for the SuDoc number, NAS1.21:479 in the documents collection.

HELP # 3 To help you know whether we have a document in paper or microfiche, the entries in bound volumes are annotated; **a pencil check (✓)** to the right of the SuDoc number means we have a paper copy in the Documents Stacks; **a stamped "Microfiche"** beside the SuDoc number shows that we have the piece in the Microforms Room; **a stamped "Microfiche Also"** beside the SuDoc number shows that we have a paper copy in the Documents Stacks and a copy in the Microforms Room. When searching for your exercises, note that these annotations make it unnecessary for you to physically locate the item on the shelf or in the Microforms room.

A Note to Students

The following sections contain more detailed information concerning government documents and some hints for using the collection. If you wish to do more extensive research in government documents than the exercises require, these sections will be helpful to you.

Locating Government Documents by Using SuDoc Numbers

In order to locate a government document, you will need to know its SuDoc number. SuDoc numbers are assigned to every document according to the federal department or agency considered to be the author of the document. Because documents' call numbers are based on the agency that produced them, documents on a single topic may be found at very different places in the documents collection. This makes using the *Monthly Catalog* more important, and reduces the effectiveness of browsing in the documents stacks.

You can easily distinguish a SuDoc number from a Library of Congress call number. All SuDoc numbers have a colon (:) in the middle of the number; no LC call number appears with a colon. Many SuDoc numbers have one or more slashes (/) in the number; these don't appear in LC call numbers either.

A SuDoc number contains several elements which identify the document more explicitly as the number is read from left to right. The SuDoc number for the *Galileo* book has these elements:

NAS1.21:479

NAS -----> National Aeronautics and Space Administration
1 -------> NASA's Director's Office (the agency as a whole)
21 --------> the series entitled Special publications
479 ---------> NASA Special publication number 479

Punctuation in SuDoc numbers serves only to mark divisions between elements of the call number. The second and third elements of a SuDoc number are read as independent whole numbers. For example, ".21" is not filed like a fraction. Instead you will find the NAS1.21's filed with ".21" read as "twenty-one," not "Twenty-one hundredths."

Hints for Finding U. S. Government Documents

•Documents are shelved in SuDoc number order either in the Documents Stacks or in the Microforms Room, 2nd Floor, East Wing. We receive a significant number of documents in microfiche. To tell whether the document you need is in microfiche or paper, look for the check or stamped "Microfiche" or "Microfiche Also" beside the SuDoc number. This annotation is available only in bound volumes of the *Monthly Catalog*. If you are using an unbound issue, look beside the black dot and Item number for an indication that "(Microfiche)" was sent to the Library.

•Most government documents can be checked out for the same loan period as other library materials.

•The *Monthly Catalog* is the basic bibliography to use to identify federal documents. It is available in different formats in the library: in paper copy and on compact disk in Documents, and for recent years through Infotrac near the Reference Desk. The *Monthly Catalog* is not the only source of federal documents, nor is it exhaustive. Many governmental agencies produce their own bibliographies, some of which are quite extensive. Feel free to ask the documents librarians for help in using additional or more specialized source volumes.

•The Documents Department contains what to the unwary looks like a card catalog; it isn't. This file of cards lists documents in call number order and is called a shelf list. Not all documents listed in the *Monthly Catalog* are available in this library. To find if we should have a particular document, and where it will be located, you can look up its SuDoc number in this card file near the Documents Reference Desk.

•If you have trouble locating documents on your topic, or if you cannot find a document on the shelf, ask for help at the Documents Reference Desk located next to the *Monthly Catalog* set and the Documents shelflist.

Exercises

Do exercises 32 through 34, "Locating Information in Government Documents," at this time.

Locating Information in Government Documents

Use the 1984 subject index of the *Monthly Catalog* to locate references to abortion services in the United States.

32. What is the entry number for the title concerning restrictions on abortion and lobbying activities? (Need help? See HELP #1, previous pages)

    A. 84-8473
    B. 84-9247
    C. 84-8600
    D. 84-1408

Use the correct entry number above to locate the complete bibliographic entry in the separate bound volume of entries and answer the following questions.

33. What is the call number for this document? (Need help? See HELP #2, previous pages)

    A. GA 1.13:HRD-82-106
    B. Y3.In2/3:99-52
    C. GA 1.12:HUD-82-98
    D. HE 20.722/2:(nos.)

34. Where in the Library should you look to find this publication? (Need help? See HELP #3, previous pages)

    A. Document Stacks
    B. Microforms Room
    C. Floor 3, Tower
    D. Floor 4, Tower

Still need help? Ask at the Documents Reference Desk.

10. Planning Your Research Strategy Logically

There are so many different kinds of topics and approaches to them that it is impossible to map out one research strategy that will be appropriate for all research tasks. Although your own projects may require variations, here is an example of a logical sequence of activities.

1. **Think about your topic. Decide what it is you need to find out.**

   For example, you might be working on a paper on animal experimentation. What you need to find out might include the following (depending upon your background knowledge):

   a. What is involved in animal experimentation--what activities are involved.
   b. What animals are involved?
   c. In what types of research is animal experimentation often done?
   d. What are the advantages and disadvantages?
   e. Are there alternatives to animal experimentation? Are these desirable?
   f. Etc.

   List the facts and ideas that need to be found. If you cannot identify what you need to find out, you need to do some background reading.

2. **Identify, as best you can, potential sources of information, or consult someone (a librarian or your instructor) who might help you. Make a list of the sources you intend to check.**

   If you know the name of a specific source, list it by name. For example, your instructor might give you the name of a book to read on your topic.

   List the types of sources you think you need and how you plan to find them. For example, you might decide that you need journal articles and note that you need to check periodical indexes to identify them. You might need to find a book on your topic and note that you should search the BIS online catalog by subject to get a call number.What you are doing is making a "shopping list", which will save you time and ensure you don't forget something.

3. **If you plan to search by subject, list all the possible subjects or synonyms you can think of for your topic. Most sources differ in the way they list information, so making a list of possibilities will save you time later.**

4. **Go to the library and begin working on your strategy.**

   Regularly review your progress and adjust your strategy as necessary. Consult a reference librarian or your instructor if you are not successful in locating what you need.

5. **Pay attention to the quality of the material you find. The fact that a book or article has been printed does not necessarily mean the information within it is accurate.**

   How can you judge the quality of an article or book? This might be somewhat difficult for you if you are working in an area that is new to you. Realizing that you need to question the information you read without accepting it blindly is a good first step. In most cases the best way to evaluate the information you find is to read enough materials to make an informed judgement.

The guidelines below can help you out further:

•Prefer articles with bibliographies to articles in popular magazines.

A bibliography shows you the sources the author used to help write the article. Without a bibliography, you don't know if the author has consulted any authoritative source or is just expressing his opinion. Caution: Articles in news sources seldom have bibliographies, so this approach does not always work for current information.

•Prefer articles in journals and books by publishers well known for their coverage of a particular field.

If you're not sure what journals these are, check with your instructor or a librarian. A librarian can also help you find book reviews that will help you judge a book's accuracy and quality.

•Prefer articles or books written by experts in the subject area.

If you're not sure how to tell if an author is an expert, you can look for some biographical information about him/her, or check with your instructor or a librarian.

6. **Consult with the librarians at the Reference Desk for further information and guidance. They can assist you with your information needs and can help you develop your searching skills.**

Library Research Workbook
Answer Sheet

Name _____

Instructor/Section # _____

1.	(A)	(B)	(C)	(D)	18.	(A)	(B)	(C)	(D)
2.	(A)	(B)	(C)	(D)	19.	(A)	(B)	(C)	(D)
3.	(A)	(B)	(C)	(D)	20.	(A)	(B)	(C)	(D)
4.	(A)	(B)	(C)	(D)	21.	(A)	(B)	(C)	(D)
5.	(A)	(B)	(C)	(D)	22.	(A)	(B)	(C)	(D)
6.	(A)	(B)	(C)	(D)	23.	(A)	(B)	(C)	(D)
7.	(A)	(B)	(C)	(D)	24.	(A)	(B)	(C)	(D)
8.	(A)	(B)	(C)	(D)	25.	(A)	(B)	(C)	(D)
9.	(A)	(B)	(C)	(D)	26.	(A)	(B)	(C)	(D)
10.	(A)	(B)	(C)	(D)	27.	(A)	(B)	(C)	(D)
11.	(A)	(B)	(C)	(D)	28.	(A)	(B)	(C)	(D)
12.	(A)	(B)	(C)	(D)	29.	(A)	(B)	(C)	(D)
13.	(A)	(B)	(C)	(D)	30.	(A)	(B)	(C)	(D)
14.	(A)	(B)	(C)	(D)	31.	(A)	(B)	(C)	(D)
15.	(A)	(B)	(C)	(D)	32.	(A)	(B)	(C)	(D)
16.	(A)	(B)	(C)	(D)	33.	(A)	(B)	(C)	(D)
17.	(A)	(B)	(C)	(D)	34.	(A)	(B)	(C)	(D)

90-20S